**COVID19 data returns – Christmas and New Year 2021**

**FOR ACTION**

**This note provides guidance on the requirement for Prisons, The Probation Service and Directorates / Business Units to submit COVID19 reporting data over the Christmas and New Year period. The note sets out when returns are due and provides advice on local spreadsheet maintenance through the extended breaks.**

**Context**

Since the onset of the COVID19 virus, HMPPS has been required to submit regular returns to the Ministry of Justice’s Departmental Operations Centre (DOC). This unit coordinates the MoJ’s returns and provides a daily report to the Cabinet Office who oversee Situation Reports from all Government Departments.

Governors, Regional Directors, Heads of Groups and other Senior Leaders will be well-aware of the incredibly challenging work their teams have already undertaken through 2021 and will rightly want to ensure staff have the opportunity for some rest and time with families over Christmas. We have therefore agreed with the DOC to limit requirements from HMPPS as far as possible.

**Christmas Week and New Year Reporting, 21 December – 3 January**

Normal returns are required from all prisons as per routine reporting on Monday 20 through to Thursday 23 December. Probation Service and Directorate / Business Units are required on Tuesday 21 and Thursday 23 December.

Unlike the same period last year, there is no requirement to provide COVID19 returns on Christmas Eve and New Year’s Eve (24 December and 31 December).

There is also no requirement to submit a return on Boxing Day or the two subsequent bank holidays -Monday 27and Tuesday 28December.

Routine returns are required from all prisons only on Wednesday 29December; and from prisons, the Probation Service and Directorates / Business Units on Thursday 30 December.

From Tuesday 4 January normal COVID19 reporting frequency will resume.

All COVID19 related hospitalisations / serious illnesses and deaths (staff, prisoner and people on probation) must continue to be reported without delay to the National Incident Management Unit (NIMU) and the COVID19 Reporting Team, Functional Mail Box (FMB): [HMPPSCOVID19@justice.gov.uk](mailto:HMPPSCOVID19@justice.gov.uk).

Reporting by exception – on non-reporting days any rapid escalation of cases must be flagged up to the COVID19 Reporting Team FMB without delay (refer to Gold duty roster for on-call cover). Swift notification may enable early support for sites.

**UK Health Security Agency (UKHSA)**

UKHSA have reiterated the importance of timely reporting of possible or confirmed cases of COVID19 in prison settings (as well as other reportable diseases) within 24 hours.  This is an essential part of timely response and coordinated action. This includes over the holiday period.

UKHSA Health Protection Teams have on-call arrangements at weekends and bank holidays and will respond to reports so do not delay notification. Contact details of HPTs are available at: <https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres>

**Testing returns**

There will be no requirement for weekly Testing returns on Thursday 23 or 30 December

[**Annex A**: summary of COVID19 reporting schedule]

**Maintenance of Local COVID19 Spreadsheets**

Prison SPOCs should complete the local spreadsheet and return to regional offices / lead data SPOCs as normal for collation and submission to the COVID19 Reporting Team functional mailbox [HMPPSCOVID19@justice.gov.uk](mailto:HMPPSCOVID19@justice.gov.uk) . HQ teams should ensure their normal arrangements are also maintained at this time.

Probation Service SPOCs must submit their returns no later than 9am to [ProbationCovid@justice.gov.uk](mailto:ProbationCovid@justice.gov.uk)

In view of the extended period between submission of data on Thursday 23December and the next required return on Thursday 30December, Prisons, The Probation Service and other teams are advised to consider how new cases, and updates to existing cases are tracked over the long weekend.

Returns must be submitted as normal by 10am (9am for Probation), and SPOCs will need support to ensure key information is up to date, accurate and readily available for submission. Consideration should be given to operational managers on duty over the Christmas and New Year weekends having light-touch oversight of local spreadsheets. Probation, HQ and Regional teams should consider how they will also report accurately on Thursday 30 December and Tuesday 4 January.

**COVID19 Reporting Team (support and guidance)**

Guidance and support will be available from the COVID19 Reporting Team throughout the Christmas and New Year period (contact details can be found on the Gold Duty Roster); and the functional mailbox which will also monitored throughout the Christmas and New Year Period:

[HMPPSCOVID19@justice.gov.uk](mailto:HMPPSCOVID19@justice.gov.uk) .

**Annex A**

Reporting schedule:

|  |  |  |
| --- | --- | --- |
| Date | HMPPS Business Area | COVID19 return required |
| Mon 20 | Prisons only | **Yes** |
| Tues 21 | Prisons, Probation Service and Directorate / business units | **Yes** |
| Wed 22 | Prisons only | **Yes** |
| Thurs 23 | Prison, Probation Service, and Directorate / business units) | **Yes** |
| Fri 24 | Nil - reporting by exception | No |
| Sat 25 | Nil – reporting by exception | No |
| Sun 26 | Nil – reporting by exception | No |
| Mon 27 BH | Nil – reporting by exception | No |
| Tues 28 BH | Nil – reporting by exception | No |
| Wed 29 | Prisons only | **Yes** |
| Thurs 30 | Prison, Probation Service and Directorates / business units | **Yes** |
| Fri 31 | Nil – reporting by exception | No |
| Sat 1 Jan | Nil – reporting by exception | No |
| Sun 2 | Nil – reporting by exception | No |
| Mon 3 BH | Nil – reporting by exception | No |
| Tues 4 | Prison, Probation Service and Directorates / business units | Yes |

Standard daily reporting requirements -

Prisons: Probation Service, Directorates and Business Unts:

|  |  |
| --- | --- |
| Monday 20 December | - |
| Tuesday 21 December | Tuesday 21 December |
| Wednesday 22 December |  |
| Thursday 23 December | Thursday 23 December |
| Wednesday 29 December | - |
| Thursday 30 December | Thursday 30 December |
| Tuesday 4 January (return to business as usual reporting frequency) | Tuesday 4 December (return to business as usual reporting frequency) |
| Wednesday 5 January | - |
| Thursday 6 January | Thursday 6 January |
| Friday 7 January | - |