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| COVID-19: Prison Leavers - Release Planning & Discharge to The Community  |
| Version 5 |

# Version Control

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| Version | Amendments from previous | Author/Lead |
| 1 | Final version | SH |
| 2 | Updated to include additional PECS designated drop off points and updated attachments | SH |
| 3 | Updated to include local authority COVID support arrangements and bring together existing policy and practice during COVID19, including roles and responsibilities, continuity of care, information sharing, pre-release testing, contact tracing and processes | SH, HC, FR, JP |
| 4.1 | Updated to reflect changes since the transition to the Probation ServiceUpdated to reflect changes in accommodation funding and through the gate responsibilities Added Annex H- PECs guidanceAnnex G added in fullTesting in Approved Premises added at 21Vaccination information added at 22Update to pilot provided in para 20Some changes to update languageUpdated paragraph section 37 ‘Homelessness Code of Guidance’Added guidance to clarify the position on isolation rules in prisonsNon-essential travel rules have now been removed.Removed Annex E as information is no longer relevant | AB, MV, LH, JP |
| 5 | Updated to remove references to PECS transporting confirmed COVID cases and changes to Accommodation | RS, LH,MV |

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# Introduction

1. HMPPS have previously issued separate documents to provide guidance on the release of prisoners during COVID-19, and the provision of suitable accommodation. The purpose of this document is to highlight existing requirements and provide updated information where appropriate. Annex A summarises the key processes and responsibilities contained in this document.
2. This guidance relates to adult prisoners in England only. Separate guidance is provided for Wales and the Youth Custody Estate.
3. In preparing this guidance support has been received from HMP Nottingham Reducing Reoffending Team, Nottingham and Derbyshire Probation Services and the Director of Public Health, Hammersmith and Fulham.

# Isolation Rules

# From the 16th August (England) and 7th August (Wales), the rules around isolation changed. Fully vaccinated adults in the community will no longer be required to self-isolate in the event they are identified as a contact of a positive case by NHS Test and Trace or are ‘pinged’ by the Covid 19 app as long as they received their final dose of an MHRA-approved vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case. However, due to the high-risk nature of prison settings, fully vaccinated prisoners have continued to isolate. A model of Prisoner Risk Mitigation Testing (PRMT) is available to prisons to allow those prisoners out of isolation if they consent to a testing regime- However- once they are released, community rules will apply which means that fully vaccinated adults are no longer required to isolate in the event that they are identified as a contact of a positive case.

# Discharge to the Community during COVID-19

1. When a determinate sentence prisoner has reached their automatic release date, they must be released. Continued detention thereafter is unlawful. If a prisoner wants to stay beyond their release date voluntarily due to their COVID-status, they cannot, and a suitable release location must be secured. This means in practice that a person who is required to isolate, (confirmed positive, suspected positive or close contact if not fully vaccinated ) and is returning to an address with a vulnerable person may need alternative accommodation for a short period of time. Alternatively, the vulnerable person may choose and be able to temporarily relocate to facilitate the prisoner release. There may be discretion in cases where the prisoner’s release has been directed by the Parole Board, but suitable arrangements have not yet been made.
2. PSI 72/2011 Discharge continues to apply and is supported by additional COVID-19 related guidance. Where an appropriate placement cannot be secured the prison OMU must seek advice from the local authority COVID-19 co-ordination cell and local authority public health team[[1]](#footnote-2).
3. The Coronavirus Act 2020 (schedule 21) provides powers exercisable by public health officials in both England and Wales to direct or remove any person who is potentially infectious to a place suitable for screening and assessment for specified periods of time. Powers are also available to public health officials to allow certain restrictions to be imposed on individuals where they have been assessed and have coronavirus or there are reasonable grounds to suspect the person is potentially infectious. If someone being released at the end of their sentence, under standard release and licence arrangements and is required to isolate, (confirmed, suspected or close contact), they should be treated the same as an individual in the community and be allowed to isolate at home. Whilst public health officials have powers to direct a person to self-isolate in a specific place to protect the spread of the virus, and that place could in theory be a prison, that power can only be exercised by a public health official and not HMPPS.
4. Consideration of where and to what circumstances symptomatic or isolating individuals are being released to is required to limit the spread of infection. Individuals should be advised what to do in terms of good hygiene, self-isolation, social distancing and the symptoms to look out for in line with Government advice[[2]](#footnote-3). Care should be given to the type of accommodation offered to avoid shared facilities and support individuals to be able to self- isolate safely if required.
5. The procedures outlined in this guidance and at Annex A apply to planned and unplanned releases.
6. PECS do not routinely transfer prisoners to court who are confirmed positive cases. It is important to continue to follow all of the guidelines in place.
7. Accommodation providers can be informed of the suite of measures operating across prison and probation settings to provide assurance that the level of risk presented by those being released from custody is well managed. The COVID19 Risk Controls document provides a list of general control measures that underpin local site-specific plans and procedures[[3]](#footnote-4).
8. Testing prior to release from custody has been implemented following a pilot in December 2020. Pre-release testing is voluntary and will require individual consent, all prisoners will be encouraged to engage in testing before release. Pre-Release testing involves two lateral flow tests, one 48 hours prior to release and the second on the day of release. Where a negative result is returned, this does not mean that the individual is free from infection. If a prisoner is being released from an outbreak setting, (a site with high rates of infection), it is more likely that they are infected than a prisoner in a non-outbreak setting. Individuals will be reminded to contact NHS services, (in custody or community) if they develop COVID-19 symptoms and to continue to follow public health COVID-safety measures. A confirmation PCR test is to be offered to the prisoner if they have a positive LFD test result and the individual advised how to access PCR testing in the community if the LFD positive test is on the day of release.
9. LFD Self Collect Testing is now available for all people resident in Approved Premises. These kits allow for testing to take place twice weekly and for results to be available within 30 minutes of the test being completed. Testing is voluntary but all people residing in Approved Premises will be offered this testing option on arrival. Any required confirmatory PCRs will be carried out in line with advice provided by NHS Test and Trace

# Vaccination

1. In line with the community all prisoners aged 18 and over will have been offered a vaccination by 19th July 2021. Those that have received the vaccination will receive a card which confirms if they have received a first and second vaccination and which vaccination type has been given. This card will be issued to them and available to take with them on discharge.

# Discharge Process

1. Discharge processes for the management of those in isolation (confirmed, suspected or close contacts) and other vulnerable people being released from custody will follow HMPPS reception and discharge guidance and supporting Standard Operating Practices & Risk Assessments.

# Transport

1. The prison OMU should discuss how people intend to travel to their release address during pre-release planning arrangements. Consideration should include whether it is appropriate to use public transport, or for family or friends to collect them given Government advice to stay at home and limits on travel. The protection of the public through the reduced use of public transport is preferable. Consideration should also be given to whether those collecting individuals or the released prisoners themselves are vulnerable or symptomatic.

# Non-COVID-19 transport

1. Where public transport is being used for those with no COVID related issues and a travel warrant is to be issued, there should be a clear travel route/itinerary defined and recorded with the departure and destination points recorded on the warrant.
2. Where an individual indicates an intention to use a taxi or private vehicle and they have not been isolated due to COVID-19 concerns, transport companies should be advised during the vehicle booking process if an individual is being released from an outbreak site, (see Information Sharing below).

# COVID-19 transport

1. Where individuals are required to isolate, (confirmed positive, suspected positive or close contact if not fully vaccinated) the use of public transport is not recommended.
2. HMPPS has a responsibility to reduce the risk of COVID-19 transmission and to offer additional support to help prisoners reach their release address. The prison OMU team is responsible for ensuring appropriate transport arrangements are in place for those who are required to isolate at the point of release and communicating those plans appropriately. Options include:
* Friends or family using private vehicles should be advised if an individual is being released from an outbreak site and appropriate PPE provided and advice offered to them on cleaning the vehicle after use.
* Official vehicles, can be used to transport individuals, the use of PPE and subsequent cleaning of vehicles should follow HMPPS advice.
* Using transport arrangements through local taxi or private hire firm. (These must be Covid Safe vehicles)
* PECS are no longer able to provide transport for prisoners on release.

# Refusal to use Approved Transport

1. A prisoner cannot be forced to take up an offer of transport. Where offers of transport are refused by a prisoner who is required to isolate, (confirmed, suspected or close contact), the prison OMU are responsible for ensuring the individual understands the consequences of their refusal.
2. It is a legal requirement to self-isolate if an individual tests positive for COVID-19 or if they are not fully vaccinated and have been identified as a contact and told to self-isolate by NHS Test and Trace . Failure to self-isolate for the full time-period can result in a fine, starting from £1,000.
3. In all cases and especially for those who are isolating, (symptomatic, suspected or close contact) consideration should be given to issuing a “COVID” discharge pack, including face covering, hygiene products, advice and PPE where appropriate. COVID-19 information and resources are available from Public Health England[[4]](#footnote-5)

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# Out of Area Release Transport

1. Where an individual is being released into a different CPA area and is required to isolate, (confirmed, suspected or close contact), the prison OMU must inform the Community Probation Practitioner (COM) and Pre-release teams as appropriate, (see COVID-19 Transport above).

# Escalation

1. Where no agreed transport solution can be found for those who have been in isolation, (symptomatic, suspected or close contact) or who are clinically extremely or highly vulnerable the prison OMU team should seek advice from the local authority COVID-19 co-ordination cell and PGDs office on the safest transport options.

# Accommodation

1. The Commissioned Rehabilitative Services (CRS) are responsible for supporting access to accommodation, including working with the community probation practitioner CPP to refer homeless service users to their Local Authority under Duty to Refer.
2. The prison OMU is responsible for informing Managers of multiple occupancy settings, such as Approved Premises (AP), or Bail Accommodation and Support Service (BASS) about an outbreak in the prison where the individual is being released from or where the individual is required to isolate.
3. Information must be communicated before the person arrives and ideally at least 48 hours before release so that available support can be maximised. Management of individuals who are isolating (confirmed, suspected or close contact), must be in line with current national guidance and Approved Premises infection prevention and control measures. Individuals being released to Approved Premises who are required to isolate, (confirmed, suspected or close contact), must complete the isolation period in the Approved Premises. A suggested proforma for information sharing is attached, (Annex G).  A contact list containing Approved Premises Area Managers and Heads of Public Protection is attached, (Annex C). All enquiries for BASS should be directed to the BASS Referral Team referrals@wmnacro.org.uk or by calling 0300 555 0164 who will advise the referrer if the accommodation offered can support a person subject to isolation.
4. Accommodation for those who are isolating, (symptomatic, suspected or close contact), should reduce the risk of cross transmission and support the individual to complete the period of isolation, (Annex B).

# Accommodation Support for Prisoners at Risk of Homelessness During COVID19

1. Where a prisoner is required to isolate, (confirmed positive, suspected positive or close contact if not fully vaccinated) and is being released without appropriate accommodation, the prison OMU team should approach the Community Probation Practitioner (CPP), copying in the Head of the Probation Delivery Unit at the earliest opportunity to request that they contact the local authority housing options team and local authority public health team for advice.
2. Regional Homelessness Prevention Teams (HPT) for the individual home area may also be able to offer advice and local contacts to assist.

In England, Local Authorities do not have specific legal duties to accommodate homeless people who need to self-isolate, but they are encouraged to do so; and there has been funding provided via the Rough Sleeping Initiative to accommodate rough sleepers. Homelessness law hasn’t been changed in response to COVID-19, but DLUHC amended the homelessness Code of Guidance[[5]](#footnote-6)[1] chapter on priority need which Local Authorities must have regard to, (below). It is intended to guide Local Authorities on assessments of priority need in the context of the pandemic, which may mean that some people who had not been considered vulnerable previously might have priority need if homeless now.

Homelessness Code of Guidance, Chapter 8 – Priority Need

**8.45 COVID-19:** Housing authorities should carefully consider the vulnerability of applicants from COVID-19.  The vulnerability of applicants who have an underlying health condition which increases the risk of morbidity or mortality from COVID-19, [as recognised by the JCVI](https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-30-december-2020/joint-committee-on-vaccination-and-immunisation-advice-on-priority-groups-for-covid-19-vaccination-30-december-2020), should be considered in the context of the COVID-19 pandemic.

**8.46** Housing authorities should also carefully consider whether people with a history of rough sleeping should be considered vulnerable in the context of COVID-19, taking into account their age and underlying health conditions. Further guidance on clinical support for people with a history of rough sleeping can be found in the [COVID-19 clinical homeless sector plan](https://www.pathway.org.uk/wp-content/uploads/COVID-19-Clinical-homeless-sector-plan-160420-1.pdf).

1. When considering accommodation needs for those requiring a period of isolation, (symptomatic, suspected or close contact), the Community Probation Practitioner (CPP) should explore with the Local Authority any existing options to support the individual.

# Licence Conditions

1. Offender Management and Public Protection Unit advise that individuals required to isolate, (confirmed, suspected or close contact), who are being released on licence can be managed under existing licence conditions to be of good behaviour and not behave in a way which undermines the purpose of the licence period, if necessary. Probation Services should be informed of the release in order to reinforce self-isolation and to consider the most appropriate method of COVID-safe supervision for that individual, given the personal set of risk and circumstances they present.
2. Asymptomatic prisoners in identified vulnerable groups cannot be sanctioned for failing to comply with Government advice on shielding.
3. It is a legal requirement to self-isolate if an individual tests positive for COVID-19 or if they are not fully vaccinated and have been identified as a contact of a positive case and told to self-isolate by NHS Test and Trace. Failure to self-isolate for the full time-period can result in a fine, starting from £1,000. If it is considered that an individual is deliberately attempting to infect members of the public, consideration can be given to recall procedures and the police should be informed regarding further criminal charges.

# Release on Bail

1. The Bail Act 1976 creates a presumption in favour of bail for all defendants involved in criminal proceedings. The court will decide, by carrying out a risk assessment and on a case by case basis, whether the defendant presents such a bail risk to the public or the administration of justice as to warrant a remand in custody.
2. Being required to isolate, (confirmed, suspected or close contact), due to COVID19 should, in itself, have no impact on the decision to bail a defendant, nor should it delay a release on bail once it has been granted, however, a defendant’s COVID19 status or the COVID19 status of others living at the proposed bail address is relevant information that the court should be made aware of. It is also possible that court hearings may be delayed due to a defendant’s COVID19 status, especially if they are already in custody.

# Home Detention Curfew (HDC)

1. Prisoners who are required to isolate, (confirmed, suspected or close contact), must not be released on HDC until they have completed the requisite period of isolation in custody as described in prison guidance.

# Electronic Monitoring Services (EMS)

1. The Electronic Monitoring Service provider will not attend an address where a resident is required to self-isolate and monitoring equipment will not be installed until the isolation period has ended.
2. Individuals who are required to isolate, (confirmed, suspected or close contact), and are subject to discretionary release on licence with an electronic monitoring requirement should complete their period of self-isolation in custody prior to release.
3. For individuals required to isolate, (confirmed, suspected or close contact), who are not subject to discretionary release on licence with an electronic monitoring requirement, the Prison OMU or reception staff will inform the Community Offender Manager or Community Responsible Officer who must consider the impact on any risk mitigation plans.

# Pre-Release Information & Advice

1. Probation pre-release teams and Probation Practitioners will provide support toindividuals up to and including the day of their release. They will enable information to be given to prisoners and support contacts from probation service staff after release. If probation service staff are not able to have contact with people in prison who are to be released, the prison OMU may issue a discharge pack, produced by the probation region, to people due for discharge.
2. Individuals returning to the community need to be prepared and understand the actions required of them once in the community and all prisoners being released must be provided with information about their responsibilities in relation to preventing the spread of COVID-19 in the same way that members of the public are being advised. Information must include knowledge of social distancing and measures to take if they, or someone they live with or care for, are in an extremely vulnerable group.
3. A telephone number must be provided to contact the Community Probation Practitioner (CPP) and the prisoner’s mobile number, either their own, or the mobile provided to them at public expense, must be recorded and provided to pre-release teams for Asset Management purposes and so they can be sent to the Community Probation Practitioner (CPP) to facilitate supervision in the community.
4. Pre-release teams will be responsible for the issue of a mobile phone for remote reporting only if prisoners don’t have their own phone and the office that they are reporting to is not able to accommodate face to face reporting.
5. Pre-release teams are responsible for the Asset Management of all phones issued, they should keep a comprehensive list that outlines the individual’s name, CRN number, Home probation region and date of issue. Staff should ensure that they adhere to all guidance.

# Immediate & Short Notice Release, including Release from Court

1. Where sentenced individuals are released into the community following court proceedings, the prison OMU and pre-release teams should be contacted immediately to identify urgent issues. The prison OMU is responsible for notifying the Community Probation Practitioner (CPP).
2. Pre-release teams will support the wider resettlement needs of these individuals, including helping people to, access identification, bank accounts, benefits, medication and GP registration. The Commissioned Rehabilitative Services will help people to find accommodation
3. For those individuals who are required to isolate, (confirmed, suspected or close contact), and are not subject to Probation supervision, the prison OMU teams should seek advice from the local authority public health team.
4. Whilst there is no requirement for HMPPS to ensure an individual has appropriate accommodation, during COVID-19 it would be contrary for one part of Government to release people with no suitable accommodation at the same time another arm of Government has been asked to coordinate their responses to COVID-19 and rough sleeping & other vulnerable homeless people and to support them into appropriate accommodation. In these circumstances there is an expectation that HMPPS will take reasonable steps to ensure an individual who is required to isolate is released as safely as possible, including to suitable accommodation.

# Information Sharing

1. All staff must be aware of their responsibilities for safeguarding confidentiality and preserving information security, (Data Protection Act). Consent to share information about an individual’s COVID-19 status should be obtained wherever possible at the point it is relevant to release planning. When consent to share has been received this should be recorded.

1. The sharing of personal information needs to be carefully considered, particularly if consent has not been sought or obtained. Where someone is being released and is required to isolate, (confirmed, suspected or close contact), there are public health grounds for sharing information between Prison and Probation Services to put in place appropriate release planning, including accommodation, (shared or single occupancy) and transport provision.
2. Agreeing COVID-safe accommodation packages in advance with housing providers is one way of avoiding the need to share personal information about an individual.
3. Where consent has not been obtained or has been withheld there is a requirement to determine if it is necessary to disclose personal information regarding covid/isolation status to a third party provider, such as a hotel or B&B provider and care will need to be given to ensure that the information is relevant, for example whether the period of isolation will end prior to the release date.
4. Where consent has not been obtained or has been withheld the individual must be informed when decisions are made to share information.
5. Services should not be withdrawn or withheld due to an individual’s COVID-19 status and care will need to be taken to ensure Equalities legislation is upheld. Refusals to accommodation someone who is required to isolate, (confirmed, suspected, close contact) may be justified where their co-location may put other vulnerable people at risk. However where automatic exclusions apply these should be discussed with the local authority COVID19 coordination cell.
6. Information about prison outbreak sites is shared with Probation Service leads on a daily basis.
7. Information about individual COVID-19 requirements and risks should be shared between the Head of Healthcare, Contact Tracing Leads, Prison OMU and Community Probation Practitioner (COM) and included in release plans, including pre-booked healthcare appointments, such as dates/times for GP Registration.
8. Prison OMU teams are required to contact the Community Probation Practitioner (COM) and Approved Premises Manager, by email to advise of the individual’s release date and current circumstances, this should include COVID-19 status and the date at which any period of isolation is expected to be complete. The Community Probation Practitioner (COM) is required to confirm receipt of the information.
9. Where an individual is being released into a different CPA area and is required to isolate, (confirmed, suspected or close contact), the prison OMU must inform the Community Probation Practitioner (COM) and Pre-release teams as appropriate.
10. If no response is received from the Community Probation Practitioner COM), the prison OMU team will escalate to the appropriate secondary contact in the home region, (Annex C), who will contact the appropriate probation office to ensure action is taken.
11. Individuals who are required to isolate, (confirmed, suspected or close contact), will not be required to report to a probation office on the day of release rather contact will be completed via phone or video call.
12. Where an individual is being released with Electronic Monitoring requirements the prison OMU team must inform the Electronic Monitoring provider, (EMS), of the individual’s requirement to self-isolate.
13. Where sentenced individuals are released into the community directly from court, the prison OMU should be contacted immediately to identify urgent issues and the Community Probation Practitioner (CPP) should be notified of the release.

# Health Protection Teams

1. Local health protection teams[[6]](#footnote-7) provide specialist support to prevent and reduce the effect of infectious diseases, chemical and radiation hazards, and major emergencies.
2. The prison OMU team and Head of Healthcare should ensure that the local authority Health Protection Team and Local Authority Public Health team are informed of those that are returning to multi-occupancy accommodation, or who may be homeless and are required to isolate, (confirmed, suspected or close contact).
3. Local Authority Public Health teams can offer advice to the Community Offender Manager or Community Responsible Officer and Approved Premises Managers on COVID-19 related issues, such as risk of infection, length of isolation and symptoms.

# Post Release Welfare Checks

1. The Community Probation Practitioner (CPP) must ensure contact is maintained with individuals during periods of isolation, especially with those who live alone or have known vulnerabilities, to ensure arrangements to support isolation remain in place and allow the early detection of a deterioration in wellbeing.
2. Contact arrangements must consider the most appropriate method of COVID-safe supervision for that individual, given the personal set of risk and circumstances they present.

# Contact Tracing in Prison

1. The HMPPS prison contact tracing strategy has been developed jointly between HMPPS and Public Health England (PHE) Health and Justice. The policy applies to all HMPPS prison staff and those providers operating in the delivery of prison services. This extends to PECS and their providers. It operates as a partnership between HMPPS, PECS and PHE.
2. The model operates in the same way as an equivalent system in Wales. However, the model in Wales is described in a separate document in recognition of some areas in which Public Health Wales (PHW) operate slightly different systems. Staff in Wales should continue to consult the bespoke document agreed with PHW which is already in circulation in Wales.
3. The HMPPS prison contact tracing process is a voluntary national scheme which forms part of the NHS test and trace programme and operates in partnership with PHE. Its aim is to reduce the spread of COVID-19 in prisons by requiring staff and prisoners who have had contact with a COVID case to isolate for 14 days following contact. Further information on NHS test and trace is at: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.
4. HMPPS Contact Tracing must be initiated following a positive COVID-19 test result for a directly or non-directly employed member of staff, prisoner/resident or visitor. HMPPS has established a network of Heath Resilience Leads (HRLs) to oversee contact tracing at all sites. The HRLs will act as a local COVID-19 champion and undertake an initial risk screeningto determine which individuals need to isolate based on available information.
5. Confirmed contacts will be passed to the regional Health Protection Teams (HPT) for inclusion on the national Test and Trace Database. The national Test and Trace programme will oversee equivalent enquiries for community-based contacts including visitors to prisons.

# Contact Tracing in the Community

1. NHS Test and Trace helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus. It is initiated in the community following a positive COVID-19 test result. The individual testing positive will be contacted and asked to identify recent close contacts, (48 hours prior to developing symptoms and the time since symptoms have developed).
2. If the individual discloses to NHSE Track and Trace that they have been in contact with their offender manager or other probation staff during the relevant period and provides contact details the member of staff will be contacted by the Track and Trace service.
3. It is recommended that the Community Probation Practitioner (COM) asks individuals if they have received a COVID-19 positive test result, have been in close contact with someone who has tested positive or is experiencing symptoms of COVID-19 as part of a wider welfare check during routine contacts and always before a face to face meeting.
4. It is a legal requirement to self-isolate if an individual tests positive for COVID-19 or if they are not fully vaccinated and have been identified as a contact of a positive case and told to self-isolate by NHS Test and Trace. Failure to self-isolate for the full time-period can result in a fine, starting from £1,000.

**Annex A - COVID 19 Release Process**

The Head of Healthcare is responsible for sharing information about the COVID-status of residents with the prison.

The prison OMU is responsible for informing the Community Probation Practitioner (CPP) where an individual due for release is required to isolate as a confirmed positive case, suspected positive case or close contact if not fully vaccinated.

If the individual is due for release on a Monday and becomes unwell over the weekend, the prison should notify the probation on call officer to alert them to the arrangements that will need to be put in place.

1. Community Probation Practitioner (CPP) will review/assess suitability of accommodation with the local authority (if appropriate) with regards to COVID-19 status and confirm that accommodation is suitable.
2. If accommodation is not suitable the Community Probation Practitioner (CPP) will discuss with the Local Authority to identify other suitable options.
3. If a revised accommodation plan cannot be agreed, the Head of the Probation Delivery Unit will escalate to the Director of Public Health and Health Protection Team, for advice and support providing a brief summary from the Community Probation Practitioner (CPP) on actions taken to date, including timelines.
4. The Prison OMU will arrange transportation to accommodation.
5. A comprehensive agreed Care Pathway must be put in place by the Community Probation Practitioner (CPP). Where applicable, this will need to be agreed with the relevant community-based treatment services and community pharmacy networks.
6. In terms of substance misuse, if there is any doubt about how a local treatment service is operating, the Prison and Community Probation Practitioner (CPP)should contact the local authority substance misuse service commissioner to confirm the contingency plans in place.
7. Those being released will be supported to register with a GP by the prison Healthcare provider; pre-release teams and the Community Probation Practitioner (CPP) may support with this.
8. For those with social care needs, the Prison OMU Team and Community Probation Practitioner (CPP) will need to coordinate contact with the local authority to which the person is being released to ensure continuation of care packages on release.

*2 Day(s) prior to release*

1. Where a prisoner is required to isolate, (confirmed positive, suspected positive or close contact if not fully vaccinated)in the final days prior to release, contact must be made with the Community Probation Practitioner (COM) to discuss the existing accommodation plan and whether it remains suitable, short-term options should be explored, if the plan is no longer suitable. The prison OMU should liaise with the prison Head of Healthcare to ensure health and care needs inform release planning.
2. The Community Probation Practitioner (CPP) confirms accommodation with family or, if No Fixed Abode (NFA), the Local Authority or the Probation Homeless Prevention Team.
3. Th Prison OMU team are responsible for reviewing transportation arrangements.

*Post release*

1. Depending on appropriateness of accommodation, the Community Probation Practitioner (COM) and the Commissioned Rehabilitative Services continually reviews case to ensure move on arrangements are prioritised as per licence conditions.

**Annex B- Accommodation Requirements for Those Required to Isolate Due to Covid-19**

The following guidance provides advice to assess the suitability of accommodation for a person is required to self-isolate (confirmed positive case, suspected positive or close contact if not fully vaccinated) ) and is due to be released from prison.

The assessment should be based on, but is not exclusive to, the following factors:

**Essential criteria**

The accommodation **must**:

* Be habitable and have basic amenities e.g. heating, electricity, running hot & cold water etc.
* Be secure and well maintained.
* Have good ventilation.
* Have a kitchen and bathroom
* Have facilities to dispose of infected waste/laundry etc.

**Ideally the person should live alone or in accommodation with as few other people as possible, in order to restrict their contact with others during their period of self-isolation**

If the accommodation is shared, the person will need to have:

* Their own room to enable them to self-isolate
* En suite facilities or access to a bathroom where the number of people using this facility is restricted
* Access to kitchen facilities, preferably the ability to prepare meals in their own room (e.g. provision of a microwave, kettle etc.)
* Restricted access to communal areas

**Desirable criteria**

In addition to the essential criteria listed above, it would be desirable for the person to also have:

* Access to a washing machine within the accommodation
* Access to outside space (e.g. garden/yard) within the grounds of the accommodation
* Ability to obtain supplies of food & medication without leaving the accommodation

The following information should also be taken into account when exploring options for accommodation:

* The length of time the person is required to self-isolate.
* Suitability of the accommodation (e.g. risk factors within the area).
* Any restrictions/conditions associated with their release (e.g. restraining orders) which would influence the locality of the accommodation.
* Availability and access to local support networks and services.
* The means of support &/or adaptions required for those with learning &/or physical disabilities
* Options in relation to cohorting

**Annex C- Key Contacts List**

|  |
| --- |
| **National Contacts** |
| HMPPS Testing Team | HMPPSTesting@justice.gov.uk |
| Approved Premises | Approvedpremises@justice.gov.uk |
| Homelessness Prevention Team | CentralHPT@justice.gov.uk |
| East Midlands | peter.adey@justice.gov.uk  |
| East of England  | paul.reeve2@justice.gov.uk  |
| Greater Manchester | richard.moses@justice.gov.uk |
| KSS  | debbie.piggott@justice.gov.uk  |
| London | Katie.Nash1@justice.gov.uk  |
| North East | Louise.Mann@justice.gov.uk  |
| North West | Rachel.Reed@justice.gov.uk  |
| South Central  | linda.pickering@justice.gov.uk |
| South West | Georgia.Webb@justice.gov.uk |
| Wales  | karen.turner2@justice.gov.uk  |
| West Midlands | WMprobationtaskforce@justice.gov.uk |
| Yorkshire and The Humber  | YatHPublicProtection@justice.gov.uk |

**Annex G- Suggested Document for Information Sharing**



**COVID FORM - Approved Premises - COVID – 19 Pre-release Proforma**

This information is required in order that Approved Premises can safely manage risks and vulnerabilities across all AP residents.

**Instructions**

* Community Probation Officer to complete section A and B and send to Prison Offender Manager, copied to the Prison OMU mailbox – 5 days before release of the prisoner to AP.
* Prison OMU / Offender Manager to complete Section C.
* **The form must only be returned to the AP and COM on the day prior to release of the resident (not before) to ensure up to date information is received.**

**Section A – Release Details (COM to complete):**

|  |  |
| --- | --- |
| **Name of Person being released to AP**  | Click or tap here to enter text. |
| **Prison Number** | Click or tap here to enter text. |
| **Date of release**  | Click or tap to enter a date. |
| **Information to be returned by (day pre release)** | Click or tap to enter a date. |

**Section B – Return this form to (COM to complete):**

|  |  |
| --- | --- |
| **Community Offender Manager Email** | Click or tap here to enter text. |
| **Approved Premises SPOC Email**  |  |

**Section C – COVID-19 specific information**

|  |  |  |
| --- | --- | --- |
| **Q1** | **Contact details for person completing the form**  |   |
| **Q2** | **Has the individual tested positive for COVID-19 and when?**  | Click or tap here to enter text. |
| **Q3** | **Has the individual experienced any COVID -19 symptoms in the last 14 days?**  | Click or tap here to enter text. |
| **Q4** | **Is the individual known to have been in contact with anyone who has tested positive for COVID-19 in the last 14 days?**  | Click or tap here to enter text. |
| **Q5** | **Is there an outbreak of COVID-19 in your establishment currently and could that outbreak have affected this individual?**  | Click or tap here to enter text. |
| **Q6** | **Is the individual within the extremely vulnerable or vulnerable category** | Click or tap here to enter text. |
| **Q6a** | **If yes, what actions have been taken to safeguard the individual in custody and for release?** | Click or tap here to enter text. |

1. <https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres> [↑](#footnote-ref-2)
2. <https://www.gov.uk/coronavirus> [↑](#footnote-ref-3)
3. https://hmppsintranet.org.uk/except/stage-2/ [↑](#footnote-ref-4)
4. <https://coronavirusresources.phe.gov.uk/resources/> [↑](#footnote-ref-5)
5. [1] *https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-8-priority-need* [↑](#footnote-ref-6)
6. <https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres> [↑](#footnote-ref-7)