**UPDATE:**

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

**FOR ACTION**

This note outlines the additional COVID19 reporting requirements during the Festive period.

**Context**

Following the recent SLB communication: **COVID19 data returns – Christmas and New Year 2021,** we have seen rapid increase in community infection rates as a result of the omicron variant.

The peak of infections is expected within the coming weeks. In order to ensure that we maintain operational oversight and meet Ministerial briefing requirements, we ask that local and regional plans are now made to accommodate additional COVID19 data returns during this period, namely:

* Friday 24 December 2021
* Friday 31 December 2021

In addition, the Probation Service, EM & PECS are also required to report daily (Mon – Fri) with immediate effect.

A revised Festive period schedule for reporting is listed at **Annex A.**

At present, these reporting requirements are expected to continue into January and will be subject to early review and communication. This means that w/c 3 January daily reporting will be required across HMPPS, with exception reporting at weekends.

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.

Reporting by exception: on non-reporting days any rapid escalation of cases must be flagged up to the COVID19 Reporting Team FMB without delay and the Reporting Team on-call cover – see NIMU Gold Rota. Swift notification may enable early support for sites.

**Testing returns**

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

**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. 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

In view of the period between submission of data on Friday 24December and the next required return on Wednesday 29December, 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. Also, for the period covering the 31 January through to 4 January 2022.

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 .

**Annex A**

Reporting schedule:

|  |  |  |
| --- | --- | --- |
|  Date |  HMPPS Business Area | COVID19 return required |
| Mon 20 | Prisons and Probation Service, incl EM & PECS | **Yes** |
| Tues 21 | Prisons, Probation Service (incl EM & PECS) and Directorate / business units | **Yes** |
| Wed 22 | Prisons and Probation Service, incl EM & PECS | **Yes** |
| Thurs 23 | Prison, Probation Service (incl EM & PECS), and Directorate / business units) | **Yes** |
| Fri 24 | Prison and Probation Service, incl EM & PECS | **Yes** |
| 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 and Probation Service, incl EM & PECS | **Yes** |
| Thurs 30 | Prisons, Probation Service (incl EM & PECS) and Directorate / business units | **Yes** |
| Fri 31  | Prison and Probation Service, incl EM & PECS | **Yes** |
| 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 onwards…** | **Prisons, Probation Service (incl EM & PECS) and Directorate / business units** | **Yes** |