**UPDATE**

**COVID19 data returns – Christmas and New Year 2022**

**FOR ACTION**

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

**Context**

Cases of COVID19 remain prevalent in the community and we continue to see staff and prisoner cases across the estate, although to a much lesser degree and severity than in previous years.

As we move into the New Year, we need to continue to monitor the impact of COVID19 particularly in relation to staffing levels and prison regimes. The data will assist with early identification of potential outbreaks and highlight where support is needed the most.

We had hoped to cease the COVID19 returns this month and move to a ‘Business As Usual’ monitoring approach, but this has not proved to be possible - partly due to ongoing HMPPS dialogue with Trade Unions around the reporting of staff COVID19 related absences and revisions to the HMPPS Absence Management Policy (currently Core Guidance 3).

**Reduction of Reporting Requirements**

We are pleased to reduce prison reporting requirements from twice weekly (Tuesday & Thursday) to once weekly (Thursday only) **w/c 5 December 2022.** See **Annex A** for Christmas / New Year COVID19 case return requirements. There is no change to the frequency of Probation Service returns.

It is essential we continue to receive up to date and timely prison returns each Thursday. Prison SPOCs should complete the local spreadsheet and return to regional offices / lead data SPOCs as normal for collation and submission to the COVID19 Resilience 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)

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 2 January a return will be required on Thursday 5 January and each Thursday until further notice.

**COVID19 Fatalities and Hospitalisations**

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

**Reporting by Exception**

On non-reporting days any rapid escalation of cases must be flagged up to the COVID19 Resilience Reporting Team FMB without delay.

**Maintenance of Local COVID19 Spreadsheets**

In view of the period between submission of data on Thursday 22December and the next required return on Thursday 5 January, Prisons, the Probation Service and other teams are advised to consider how new cases, and updates to existing cases are tracked in readiness for reporting.

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 Thursday 5 January.

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

Guidance and support will be available from the COVID19 Resilience 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**

Christmas / New Year Reporting Schedule:

|  |  |  |
| --- | --- | --- |
| Date | HMPPS Business Area | COVID19 return required |
| W/C Monday 19 December | Prisons and Probation Service, incl EM, PECS and Directorate / business units | **Yes, Thursday 22 December** |
| Nil COVID19 case return requirements 24/25/26/27 December | **Reporting by exception only** | |
| Thurs 29 December | **No COVID19 case returns required - reporting by exception only** | |
| Nil COVID19 Case return requirements between 30 December & 4 January | **Reporting by exception only** | |
| Thursday 5 January | Prisons and Probation Service, incl EM, PECS and Directorate / business units | **Yes** |

Reporting continues each Thursday pending early review in 2023.