

**SUMMARY CHECKLIST AND ACTIONS BY SUGGESTED  
HEADING AS AT 6<sup>TH</sup> AUGUST 2020.**

<b><i>Local Planning and Response Structures, Roles and Responsibilities</i></b>		
Outline of local structures, roles and responsibilities	Yes	See Oversight arrangements at Appendix 2
Each local plan should describe the identified lead with overall responsibility and oversight of the Prevention and Response	Yes	See oversight arrangements at Appendix 2. Director of Public health is overall Senior Responsible Officer.
Structure for local decision making and the delivery of response, including:	Yes	See Oversight arrangements at Appendix 2
- organogram	Yes	Set out within oversight arrangements at Appendix 2.
- planning and response lead(s)	Yes	See membership set out in Oversight arrangements at Appendix 2.
- governance arrangements	Yes	See Oversight arrangements at Appendix 2
Local triggers for escalation	Yes	See Surveillance Indicator Overview at Appendix 4
Multi-Agency Strategic Regional TTP Oversight Group in place which is adequately resourced	Yes	See Oversight arrangements at Appendix 2 and programme funding schedule attached at Appendix 7 noting a request was made to WG for funding on 16/7/20.
<b><i>Surveillance</i></b>		
Outline of how epidemiological surveillance informs sensitive early warning systems for recognition of community transmission	Yes	Please see sections 6, 7, 8 and 9.1 in particular.
Sources of surveillance data which will be reviewed to inform local risk assessments and response	Yes	See Surveillance Indicator Overview at Appendix 4 in particular.
Systems for linking cases and for identification of clusters	Yes	Yes, underway wherever possible via current methods, although noting that this is a CRM capability which we await.
Protocol for regular Situational Awareness process – which include hospital and healthcare data	Yes	Please see sections 7, 8 and 9.1 in particular.
<b><i>Management of Clusters, Incidents and Outbreaks</i></b>		
Agreed protocol for the management of clusters, incidents and outbreaks in community and key settings	Yes	Please see section 8 in particular.

Have named leads for the management of clusters, incidents and outbreaks in line with the Communicable Disease Outbreak Plan for Wales	Yes	See Oversight arrangements at Appendix 2 and section 8 in particular.
Have an adequately resourced Multi-Agency Strategic Regional TTP Oversight Group which will provide leadership on contact tracing and situational awareness on emerging clusters and outbreaks	Yes	See Oversight arrangements at Appendix 2 and section 8 in particular.
Describe how to call on broader partners to respond to multiple complex incidents	Yes	See Oversight arrangements at Appendix 2 and section 8 in particular.
The arrangements for escalation to SCG/RCG members and the Welsh Government	Yes	See Oversight arrangements at Appendix 2 and section 8 in particular.
<b><i>Sampling and Testing</i></b>		
Local arrangements for sampling and testing	Yes	As set out in section 9.2, the action plan and our latest Sampling and Testing Strategy at Appendix 5
Sampling and testing arrangements for large outbreaks and incidents if local capacity exceeded		Under further development and as set out in section 9.2, the action plan and our latest Sampling and Testing Strategy at Appendix 5
<b><i>Prevention</i></b>		
Collaborative arrangements for identifying and protecting the most vulnerable people in society	Yes	Please see section 9.5 and the action plan at Appendix 1
Approach to risk assessment based on local knowledge	Yes	Please see sections 5 and 6, and Appendices 3 & 4
Identification of key places and sectors that may be at higher risk of transmission	Yes	Please see sections 5 and 6
Consider mass vaccination plans for when a vaccine becomes available and plans to maximise the routine influenza vaccination programme to limit impact on the NHS	Yes	Please see section 9.6 and the action plan at Appendix 1
<b><i>Mitigation and Control</i></b>		
Assessment of primary control measures in key settings and ensure	Yes	Please see sections 5 and 6

promulgation of advice related to transmission		
Key settings and high risk premises (e.g. care homes, holiday parks, meat processors and food manufacturers, schools, universities) are identified, assessed and risk mitigation plans developed	Yes	Please see sections 5 and 6, 8 and 8.
Local communities plans outlining collaborations between existing local community networks and partnerships and with the voluntary sector	Yes	Particularly through our Protect work stream (chaired by our RPB Chair) and their links with the Regional Partnership Board and two Public Service Boards. Please see section 9.5 and the action plan at Appendix 1
Reinforcement arrangements if non-compliance with control measures	Yes	Please see section 6 in particular.
Plans for enhanced enforcement and communication in response to escalating incidents	Yes	Please see section 6 in particular.
<b>Communication</b>		
Multi-sectoral communications strategy aligned to national messages developed	Yes	Please see section 9.4 and appendix 6 in particular.
A communication action plan should give a clear indication of which organisation leads on each element	Yes	Please see the Risk Communication and Community Engagement work stream details, who also have their own work stream action plan. Please see section 9.4 and appendix 1 & 6 in particular.
Description of communications leadership and infrastructure, including names and contact details of key communications leads for each partner organisation	Yes	See Oversight arrangements at Appendix 2
Summary of the communications channels relevant for regional/local dissemination, including methods for reaching specific groups	Yes	Please see section 9.4, the action plan at Appendix 1 and Appendix 6.
Summary of key community stakeholders (community groups, MSs, MPs, special interest groups) along with an identified agencies responsible for informing and updating	Yes	Please see section 9.4 and Appendix 6. This information is also held by partner communication teams who are linked up across the partnership via the Risk Communication and

		Community Engagement work stream
<b><i>Implementation, Review and Learning</i></b>		
Implementation timetable of the prevention and control plans with clear milestones and outcome measures	Yes	Please see plan and supporting action plan at appendix 1 for timescales and SMART objectives
Schedule for review of effectiveness of implementation of plans	Yes	Please see section 16. Weekly reviews of progress via our Regional Strategic Oversight Group meetings and via regular updates to the Health Board, Local Authorities and wider stakeholders.
Arrangements for undertaking review and learning	Yes	Programme manager holds a lessons learnt log. Any lessons learnt reports also shared via the oversight arrangements as applicable.