

OFFICIAL

Halton Borough Council

COVID-19

‘Local Lockdown Shielded Contingency Plan’

July 2020

Version: 2.1

Disclaimer

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- Any person or persons who act or fail to act in reliance upon this plan or any part or parts of it do so entirely at his, her or their own risk.

Plan Amendments

Version	Date	Plan Amendment	Produced By
1	July 2020	Production of HBC 'COVID-19 Outbreak Local Lockdown Contingency Plan' Draft Version	Emergency Planning in consultation with HBC Directorates.
2	July 2020	Document shared with Local Authority Public Health (Appendix: 2) Plan currently with Health Protection Board. Comments to be incorporated.	Emergency Planning Team
2.1		Addition of Comments from HBC Hub Call 22/07/2020	

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Section: 1 – Introduction

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Aim & Objectives

Aim:

- To provide guidance for Halton Borough Council and partnering agencies in the response to a 'Local Lockdown' in relation to Shielded Individuals and the wider consequences.

Objectives:

- To ensure all agencies are prepared and able to deal with a lockdown so as to protect those highlighted as shielded.
- To establish a range of procedures and actions for all multi agencies.
- To identify the resources available to provide health and wellbeing support to the shielded population and
- To identify triggers for Halton Borough Council staffing and resources.

Risks of a Local Lockdown

A Local Lockdown would potentially be required in the event of an Outbreak occurring within a defined area.

Halton Borough Council has developed a suite of Outbreak Contingency Plans in response to such an outbreak occurring. This been based on a number of various settings.

The authority's Outbreak Contingency Plans are accessed via the following hyperlink: <https://www3.halton.gov.uk/Pages/health/Covid-19-Preventing-and-Responding-to-Local-Outbreaks.aspx>.

Should the mitigation measures detailed within the Outbreak Plans not be sufficient to reduce the spread of the virus, a Local Lockdown may be required.

Guidance

The guidance for a Local Lockdown is based on monitoring of local data, recommended by the CHaMPs Public Health Collaborative guidelines (Cheshire and Merseyside). The following are indicative that a local lockdown may be required:

- *>50 cases / 100,000 population in any local authority in a given day (>64 cases in Halton)*
- *Significant increase in absolute numbers (e.g. doubling) of cases in any local authority in any given day*
- *Weekly moving average cases with consistently increasing trend for the local authority*
- *Increasing number of Covid-19 related calls to NHS 111 from local area (not sure if this is available on timely basis at present)*

Further information is detailed within [Appendix 1](#)

Enforcement of a Local Lockdown

The implementation of a full local lockdown of the scale implemented in other areas of the country such as Leicester will require legislation and direction from central government. The local authority and police may be provided with powers to enforce this lockdown.

In addition local authorities have been granted local powers to;

- restrict access to or close individual premises
- prohibit certain events or types of events from taking place
- restrict access to or close public outdoor places (or types of outdoor public places)

These powers are designed to enable a local authority to take decisive local action in relation to localised outbreaks or to prevent the local spread of infection in order to control the number of local corona virus cases and thereby prevent the circumstances arising that may require a full local lockdown.

The consequences of the council exercising these powers may require consideration and implementation of the contingency measures set out in the plan

Further information regarding the regulations can be found:

<https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

Shielding (Clinically Extremely Vulnerable)

There are a number of individuals who have underlying health conditions who have been required to take precautions to protect themselves in reducing the risk of contracting Coronavirus (Covid-19).

The virus poses a higher risk to a 'Shielded Individual' if exposed to the virus. Nationally around **2.5 million** people have been asked to shield, which **over 6,000** of those individuals reside within the borough of Halton.

Individuals who are clinically extremely vulnerable, are at a higher risk of serious illness from the Coronavirus. These individuals have been part of a NHS database for Shielded Individuals. These individuals would have been contacted to advise fit within the Shielded category. This contact would have been either by an NHS letter, advised by their GP or hospital clinician. The advice was to 'shield' during the initial outbreak of the Coronavirus.

Shielded Individuals include **clinically extremely vulnerable people** living in a long-term care facility for the elderly or people with special needs.

Clinically extremely vulnerable people may include:

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.
7. Other people have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions.

Communication with the Shielded Individuals advised if they required support during the shielding phase, to register via a dedicated NHS website / telephone number. The NHS Shielded Patient website / telephone number closed on Friday 17th July.

Following this process, Halton Borough Council were advised via a daily download of the Shielded Individuals who had registered for support. Therefore, the authority used a number of Shielded HUB Callers to contact the individuals registered with the aim to confirm the level of support they required.

The authority grouped the ‘shielding population’ into categories based on their status:

- Registered shielded and requiring support with supplies, health & welfare **(RED)**
- Registered shielded but requiring no additional support **(AMBER)**
- Added to the Shielded Patient List (SPL) after 18th July **(Yellow)**
- Unregistered shielded on SPL before 17th July **(GREEN)**

Post 31st July 2020 – New Shielding

Government have announced from 1st August 2020 the shielding initiative will cease. This document has been produced to scope how those individuals previously classified as Shielded (to be known as Shielded Individuals or SI in this document) will be supported post 31st July 2020 and / or in the event of a lockdown.

In relation to Table:1 below, all Shielded Individuals who fall within the **RED** and **AMBER** Categories have received an ‘end of shielding’ letter by Halton Borough Council.

Table: 1

Number of Halton Residents	Shielding Status (as of 20/07/20)
1,439	Registered shielded and receiving a level of support from Halton Borough Council and/or partners ¹
2,403	Registered shielded and not receiving additional support
0 (will be added to post 17 th July)	Added to Shielded Patient List after 18 th July ²
2556	Unregistered shielded up to 17 th July ³

¹ Those Shielded individuals receiving parcels from the National Delivery Supplier w/c Saturday 25th July will receive a letter in their parcel advising them that this is their last parcel and that shielding is coming to an end. The letter also states that if support is still required to contact their local authority. The National Delivery Suppliers operate over Multiple Local Authority footprints so the letter is unable to be specific to Halton Borough Council.

² The X individuals are individuals who have been contacted by the NHS advising them they are eligible to shield after the closure of the National Support Helpline and Website have closed (18th July). These individuals have not had the opportunity to register if they need support, and so will be contacted at the point of a Local Lockdown in the area in which they live. These individuals have not received the 'end of shielding letter' from Halton Borough Council.

³ The 2,556 individuals who are unregistered shielded have been contacted by the NHS advising to 'shield' in advance of 17th July. However, these individuals have chosen not to register for support. This group of individuals have not received the 'end of shielding letter' from Halton Borough Council.

This letter was sent to these two Shielded groups to ensure they had the correct level of support (basic food supplies, emergency contact numbers, public health leaflet etc) and reassurance post 31st July 2020. The letter also informed the recipient Halton Borough Council would be in contact, in the future, if there is a change to the Shielding advice related to Covid-19. [Appendices 2 & 3](#)

Non-Shielded Vulnerable (NSV)

Non Shielded Vulnerable (NSV) individuals are those who were encouraged to isolate for a variety of reasons.

These included:

- age
- health conditions and
- pregnancy (3rd trimester) during the initial Covid-19 outbreak.

The above category were not classified as 'clinically extremely vulnerable.'

All local services offering a response to the Covid-19 Outbreak (apart from the National Food Parcel Scheme) were made available to the NSV Category. They were advised to contact Halton Borough Council for support. A similar offer of support will be made available during a local lockdown situation.

Information, advice and guidance is available via: <https://onehalton.uk/shieldedsupport/>

Further Consequences of a Lockdown

In addition to supporting those who are more susceptible to the virus, the authority are aware there is wider impacts and consequences which affect a Local Lockdown, including the following:

- Support of non-essential local businesses within the lockdown area;
- Schools within the lockdown area including transport of children;
- Working with NHS colleagues to support GP Surgeries and Urgent Care Centres;
- Public Transport and Highway infrastructure;
- Supporting those individuals who are living within the lockdown area:
 - Finances
 - Childcare
 - Mental Wellbeing

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Section: 2 – Activation

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Activation

This plan is to be used as an 'action guide' with the aim to protect and support the previously 'shielded' population within the community in relation to a 'Local Lockdown' scenario. The document will work to prepare, alert and prevent the major avoidable effects in relation to 'health & wellbeing.'

Outbreak Identification

The Outbreak Support Team utilising data the various sources detailed in [Appendix 1](#) will assess the risk of an Outbreak, and where an Outbreak is identified a decision to implement a Local Lockdown may be made by Director of Public Health, a Consultant in Public Health or the Chief Executive, using the Process Maps found in [Appendix 4](#).

Should the nominated officer decide a lockdown is required the Local Lockdown Plan is activated.

Notification

Once the nominated officer has activated the Lockdown Plan, the Emergency Planning Team will be contacted and together an 'action plan' will be agreed which will commence the response and support the area / community affected.

Following the receipt of notification, normal Emergency Planning communication cascade will be actioned.

The following officers / areas will be involved as part of the response:

- Strategic Director Enterprise, Community & Resources
- Strategic Director People
- Leader
- Deputy Leader
- Ward Elected Members
- Ward Elected Members for adjacent Wards
- Emergency Planning Portfolio Holder
- Principal Emergency Planning Officer
- Duty Emergency Planning Officer
- Divisional Manager Health Improvement
- Contact Centre Manager
- Communications and Marketing Manager
- OOH Team

A Local lockdown may occur in one of the following areas:

- A street
- A number of streets
- One side of a street
- Educational setting
- Care setting
- Ward
- Village
- Widnes
- Runcorn
- Borough of Halton Borough Council
- Cross border
 - Cheshire Resilience Forum (Warrington, Cheshire West & Chester, Cheshire East)
 - Liverpool City Region (6 LAs)
- North West of England
- North of England
- Whole of England

Section: 3 – Response

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Roles & Responsibilities

This section outlines the roles of the authority and responding agencies / organisation prior to and during a 'Local Lockdown.'

Halton Borough Council Public Health (Director of Public Health)

- On receipt of notification of a lockdown, define the area to be locked down and notify Chief Executive and Emergency Planning Team.
- Maintain contact and update Public Health England regarding the Lock down.

HBC Emergency Planning – Facilitate the following:

- Maintain and update the 'shielding list' for the defined area within the Borough.
- On receipt of the details of the defined area, utilise the maps and Shielded Database to obtain details of those to be contacted. ([Section 4](#))
- Create a Spreadsheet with contact information.
- Create a further spreadsheet from those to be contacted for outcomes. ([Appendix 5](#))
- Organise and schedule regular HBC Hub Shielded Teleconference to take place.
- Field information to Shielded Hub Admin and Health Improvement Team to make contact with the individuals defined within the area.
- Support and liaise with Shielded Hub Team.
- Work in partnership with Local Authority Public Health Team.
- Update Chief Executive and Strategic Directors.
- Update Leader / Portfolio Holder / Elected Ward Councillors.
- Liaise with responding services / organisations / agency's.
- Liaise with Communications and Marketing / Contact Centre / Out of Hours Team regarding calls / communications / reassurance messages.
- Ensure Financial records are maintained.
- Ensure Corporate Log is maintained.

Communications & Marketing

- Provide reassurance and information messages during a non-lockdown situation.
- In the event of a local lockdown work with Communications and Marketing Representatives from the other Responding agencies to co-ordinate a public information response to the lockdown.
- Provide co-ordinated reassurance information messages during a lockdown.
- Example messages are detailed via: [Appendix 6](#)

Customer Intelligence

- Maintain the COVID-19 Support area within the Halton Borough Council Website.
- Create and maintain a web-form <https://halton.me/shielded-person-form/> (output is shown in [Appendix 7](#)) for Hub Call Handlers to use to assess Shielded Individuals when called.
- Where directed, update the authority's website in the event of a local lockdown.

Shielded Individuals Hub Team / Admin Manager

- Form a Shielded HUB Call Handler Team (at short notice) using the staffing information in [Appendix 8 & 9](#)
- Distribute Shielded Individuals contact information to Hub Call Handler Team to make calls.
- Monitor incoming assessment forms and forward them to relevant departments using the Shielded Individuals Lockdown Pathway ([Appendix 10](#))

Shielded Individuals Call Staff

- Contact Shielded Individuals Calls list and assess needs using the web-form <https://halton.me/shielded-person-form/> and submit completed form.

Halton Direct Link Contact Centre

- Operate COVID Support Helpline:
 - 0151 907 8363
 - During Office Hours: 08:00 – 18:00
 - Monday to Friday.
- Update “Hold” Message via the ‘COVID Support Line’ with a message to reflect current situation ([Appendix 11](#)):
 - Pre–1st August
 - Post – 1st August
 - Local Lockdown
- Following receipt of a call from a member of the public following 1st August and there is no ‘Lockdown’ in place, provide most appropriate support via “COVID Support Helpline Pathway (1st August 2020 onwards)” ([Appendix 12](#))
- Following receipt of a call from a member of the public during ‘Lockdown,’ provide the most appropriate support via “COVID Support Helpline Pathway Lockdown)” ([Appendix 13](#))
- Following receipt of a request regarding food provision in relation to the ‘Adult Referrals e-mail Account,’ contact the customer to discuss the options available and provide the support. (See [Appendix 10](#))

Health Improvement Team

- Triage assessment forms in order to provide support with “Other Support” and forward the request to the most appropriate service for support. ([Appendix 10](#))

Pharmacy Support

- On receipt regarding a request for support with medication, arrange the most appropriate transport service (Cheshire Fire & Rescue or HBC Transport Co-ordination) using “Shielded Individuals Lockdown Pathway.” ([Appendix 10](#))

Transport Co-ordination

- On receipt of addresses from Shielded HUB Admin Manager / Emergency Planning Team, deliver parcels for Community Shop Boxes.
- Deliver medication as requested via the Pharmacy team.

Complex Settings Working Sub Group

- Reporting directly to the Chief Executive and tasked with collating the contacts for community and external partners that would need to be informed in a local outbreak and lockdown situation. ([Appendix 14](#))

Volunteer Portal Support

- Halton Borough Council will provide up to three members of staff who can be re-called to support the volunteer portal with Halton & St Helen's VCA to cope with an influx of demand for volunteers to support residents

Supporting Agencies

Cheshire Fire & Rescue Service Welfare Unit

- Provide home visit for uncontactable registered shielded ([Appendix 15](#))
- Complete medication deliveries when requested by Pharmacy Support.

Cheshire Constabulary – Operation Pandas

- Activate ‘Operation Pandas.’
- Provide home visit for uncontactable registered shielded.

Cheshire Emergencies Voluntary Agencies Committee

- Coordinate additional emergency support (not covered by this document) in the event of a local lockdown or Major Incident being declared (via Cheshire Resilience Forum).
- Act as a Single Point of Contact for Voluntary Agencies in the event of a Local Lockdown.

Halton & St Helens Voluntary Community Action (VCA)

- Halton & St Helens VCA is the umbrella organisation for Halton’s voluntary sector, otherwise referred to as the third sector. This sector is large and varied from small neighbourhood or thematic groups such as sport, arts & culture and the more formalised part of the sector with large organisations, social enterprises and charities such as Age UK, Barnardo’s, Wellbeing Enterprises, Sew Halton etc.
- VCA also support volunteering in Halton and have a portal which matches local volunteers with residents in need. The system will provide a co-ordinated volunteer approach that responds to needs triaged through the contact centre.

Halton Community Shop

- Provides non-perishable food parcels containing items such as soup, pasta, long-life milk, tea, coffee, biscuits, tinned fruit, veg meat & fish and toiletries. Enough for one person for approximately one week, £10 for anyone in receipt on benefits or financial hardship, £25 to others, ordered and paid for through the authority’s Contact Centre.

Housing Associations

- Accept referrals from Halton Borough Council for support to tenants.
- Provide support to their vulnerable and shielded tenants.
- Refer those residents who require support that cannot be made through the Housing Association to the Local Authority.

Home Office, Serco and Migrant Help

- Communicate with and support asylum seekers and refugees in Halton, in both dispersed accommodation and in the Contingency Initial Accommodation Hotel (Daresbury Park).

Other Supporting Organisations in Halton

- There are other Information, Advice and Guidance organisations who can support their clients who may have particular needs – key contacts can be found on this link:- <https://onehalton.uk/shieldedsupport/>

Cross Border / Mutual Aid

In the event the 'Local Lockdown' impacts on the boundaries of another local authority area, Halton Borough Council via Director of Public Health and Emergency Planning will action the following:

- Identify area affected
- Identify Individuals who are affected
- Identity any complex settings within this are
- Map these areas
- Identify critical infrastructure
- Food provisions
- Medical provisions
- Other vital statutory provisions
- Health and wellbeing support
- Invite
- Redefine an action plan
- Redefine roles and responsibilities
- Way forward
- A response structure
- A recovery / RESET structure

Processes

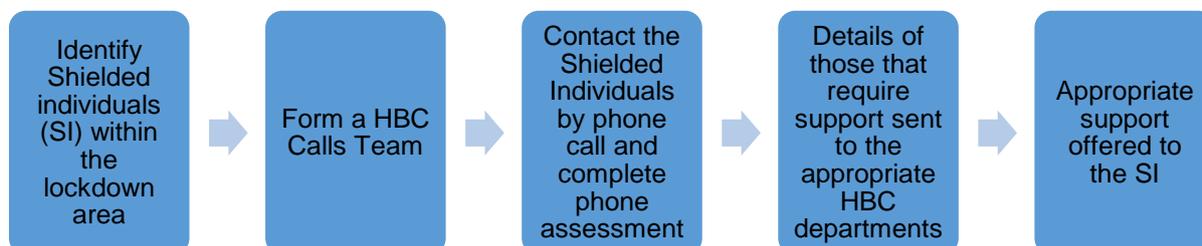
Lockdown of a defined area

The authority holds a number of plans detailing the actions to be taken in the event of an outbreak occurring in a number of settings; e.g. educational settings, care homes, etc. The plans can be accessed at <https://www3.halton.gov.uk/Pages/health/Covid-19-Preventing-and-Responding-to-Local-Outbreaks.aspx>.

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Shielded Individuals

Once the activation of a 'Local Lockdown' has commenced, a number of processes will take place in order to inform and contact the SI within the designated area.



Identify Shielded individuals (SI) within the lockdown area

Using data provided by the Government Digital Services (GDS) Halton Borough Council are aware of the names and address of all shielded Individuals within Halton.

The SI have been categorised based on their status during the initial covid-19 outbreak: (Information as per 20/07/20).

Status	What does this mean
Red	Registered shielded and receiving a level of support
Amber	Registered shielded and not receiving additional support
Green	Shielded but not registered

The Registration Service for **Clinically Extremely Vulnerable** closes Friday 17th July. From this date, no new "Registered Shielded" will be added to the Shielded Hub Database. However, the Shielded Patient List will continue to be created by GDS as residents are classified and declassified as Clinically Extremely Vulnerable.

There may be a number of those individuals registered with the Shielded Hub, which will be classified as 'No Longer Shielded.' Therefore, these individuals may not receive a call in the event of a Lockdown. Therefore, any new Shielded Individuals will not be able to register and will form part of the GREEN cohort.

There are a number of maps incorporated within this plan, which will be used with the aim to scope the location of all Shielded Individuals across the borough of Halton. The maps have been broken down using the Polling Districts and Ward Areas across the authority.

Once the Shielded Individual has been identified within the ‘Lockdown’ defined area, a list of individual names will be sent to the Covid-19 calls teams. Those Shielded Individuals highlighted RED will be prioritised, followed by AMBER and then GREEN.

The maps will be updated on a regular basis in conjunction with the latest information provided by the Government Digital Service (GDS).

Calls Team

The authority has identified over 70 employees that can become available to form the calls team in the case of a covid-19 local lockdown. The Hub Team Manager has informed the Operational Directors and Line Managers for all the employees on the list, that their staff maybe required to immediately stand down their day to day roles if they are required to assist with a local lockdown.

The Call Team staff were issued with laptops for their role in the initial shielding process, if their substantive roll did not provide them with one. The staff have been instructed to regularly log the machines on to the network to maintain activity. Payday has been suggested as the relevant date for the staff to do this.

Staff will also maintain contact regarding annual leave with the Hub Team Manager on a month by month basis.

The number of staff required to form a calls teams is dependent on the number of SI that Halton Borough Council are required to contact:

Number of SI to be contacted	Number of staff required for calls team
1 – 10	2 callers
11 – 30	6 callers
31 – 50	10 callers
50 – 70	14 callers
70 – 100	20 callers
100 – 150	30 callers
150 – 200	40 callers
200 +	All callers available

Contacting the Shielded Individuals

The authority has a 'Hub Manager' who will coordinate the number of calls allocated to each caller. In the event of a large number of calls, this is achieved by issuing 5 per caller initially, following the initial 5 calls are made, the callers will contact the 'Hub Manager' to request additional 5 calls to be allocated to them. This is an ongoing process until all calls have been made.

The 'HBC call team' will be required to complete an 'online assessment form' with the Shielded Individual. The form will confirm all contact details and highlight any support the individual may require, for example, basic supplies and health & wellbeing.

A copy of the form will be sent to the 'Covid-19 inbox' and retrieved by Shielded Individuals Hub Admin.

Shielded Individuals Hub Admin

The 'Shielded Hub Admin Team' will co-ordinate the contacting of the SI in the lock down area by

- On receipt of the calls to be made, will determine the number of call staff required ([see calls team](#))
- Allocate the calls to the Shielded Individuals Call Staff
- Monitor the Shielded Individuals Hub Email account and where support is required divert to the relevant team
 - Food – Adult Referrals – Corporate Services
 - Medication – Info Public Health (Pharmacies)
 - Any other Support – Health Improvement Team
- Update the Lockdown Outcomes Spreadsheet ([Appendix 5](#))

Adult Referrals - Food and Basic needs

Adult referrals will receive the online assessment form requesting support for food and basic needs. A number of options are available:

Priority Online Supermarket slots

On receipt of a request for support for food, contact the customer to discuss options which are available:

- If the SI registered for support for basic supplies on or before the 17/07/20, they will be eligible for priority online shopping slots with the 7 Supermarkets in the initial scheme;
- Should the customer wish to shop online and had not already registered for food support, register the customer for a Tesco or Iceland Priority Service using the Non-Shielded Vulnerable Pathway on SHP 71023.

Community Shop Box

- Where the customer is in receipt of income related benefits, take a payment of £10 and email Transport Co-ordination with the details to arrange a parcel to be delivered;
- Where the customer is not in receipt of income related benefits, take a payment of £25 and email Transport Co-ordination with the details to arrange a parcel to be delivered.

Referral to VCA

- Assistance with shopping or basic support via the Street Champion Scheme
- Referral to VCA for support with food bank vouchers if they are unable to pay for their shopping.

Emergency Food Provision

Where the Shielded Individual is unable to obtain food support through any of the means above, such as unable to match to a Volunteer through the VCA or does not have sufficient funds and a foodbank voucher is not available, arrangements have been made with local supermarkets to provide emergency parcels to be delivered by Halton Borough Council's Transport Co-ordination Service.

Pharmacy Support

- Receive notification from contact centre or shielded hub admin stating SI needs support with medication;
- Information log spreadsheet updated;
- Follow up with second call to SI if required for further information;
- Patient details and pharmacy information logged on spreadsheet and daily pick up list sent to Cheshire Fire & Rescue – dependant on demand may be two or three separate emails sporadically throughout the day;
- Cheshire Fire & Rescue confirm delivery has taken place and this is logged via the spreadsheet.

**For controlled/refrigerated medication collections and deliveries, a message will be sent to Halton Borough Council Transport team to provide the service. The same processes as above will apply to record the delivery.

Health Improvement Team

- On receipt of a request for additional support, contact the customer to confirm the details of the request;
- Utilising the Support Services Matrix, signpost the customer to the most relevant service either within the Council or with a third party.

Cheshire Fire & Rescue

Contacting 'Uncontactable' Shielding Individuals:

- Receive list of uncontactable SI from Halton Borough Council;
- Home visit the SI and provide a welfare check.
- Inform Halton Borough Council of the outcome of the home visit.

Collecting and delivering Medication:

- Receive list of SI from Halton Borough Council who are requiring support collecting medication, including pharmacy information;
- Collect medication from pharmacy and deliver to SI;
- Inform Halton Borough Council of the outcome of the collection & delivery.

The Effects of Winter Pressures

Local Authority & National Health Service

During the winter months there are additional pressures on Local Authorities and the NHS in relation to Winter Flu and Severe Weather.

These pressures may include issues affecting Transport / Logistics and staffing, as well as the pressure of Winter Flu on the NHS.

Halton Borough Council has a number of Contingency Plans to respond to such instances:

- HBC Major Emergency Plan
- HBC Winter Flu Plan
- HBC Severe Weather Plan
- HBC Crisis Support Plan

Shielded Individuals

Those who are shielding due to their vulnerability to COVID-19, are also at risk of Winter Flu. In addition to Winter Flu Shielded Individuals in Halton may also experience additional pressures on them such as Fuel Poverty and social isolation. A leaflet will be distributed to all Shielded Individuals ahead of the winter season providing information. This will include information regarding the Affordable Warmth Scheme, Flu Vaccination, exercise and general wellbeing.

The Current Affordable Warmth Leaflet can be found:

<https://www3.halton.gov.uk/Pages/health/hit/campaigns/winterwarmth.pdf>

Section: 4 – Ward Information & Mapping

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Halton Ward Information

The information to follow is split into Widnes and Runcorn into ward areas (as of Jan 2020). This will assist in identifying quickly the population that are required to shield during a local lockdown.

The tables highlight the following:

- Total population per ward
- Polling district
- Number of registered electors (as of Jan 2020)
- Number of Registered Shielded (receiving support / not receiving support)
- Number to receive end of shielding letter
- Number of unregistered shielded
- Total shielded Individuals (registered / unregistered)

Widnes

Election Ward (Population)	Polling District	Registered Electors (Jan 2020)	Shielded					Total
			Registered			Not Registered		
			Red	Amber	End of Shielding Letter sent	Yellow	Green	
			Receiving Support	Not Receiving Support		Unable to Register	Not Registered	
Appleton	BA	1604	14	31	45	0	36	81
(6886)	BB	1163	11	20	31	1	18	50
	BC	1657	22	30	52	0	47	99
	BD	362	11	17	28	0	16	44
	BE	488	8	13	21	0	9	30
	Total	5274	66	111	177	0	126	304
Birchfield	XA	3475	21	52	73	0	61	134
(7208)	XB	2026	10	25	35	0	22	57
	Total	5501	31	77	108	0	83	191
Broadheath	FA	674	15	19	34	0	28	62
(6318)	FB	848	16	15	31	1	17	49
	FC	813	5	24	29	0	16	45
	FD	1272	9	27	36	0	43	79
	FE	1335	16	30	46	0	39	85
	Total	4942	61	115	176	0	143	320
Ditton	GA	867	11	14	25	0	14	39
(7233)	GB	1119	8	21	29	0	21	50
	GC	1422	26	32	58	0	52	110
	GD	1015	11	30	41	0	28	69
	GE	652	8	15	23	0	14	37
	GF	541	5	8	13	0	12	25
	Total	5616	69	120	189	0	141	330
Farnworth	AA	3330	25	62	87	0	56	143
(8816)	AB	1720	8	28	36	0	25	61
	AC	1223	4	12	16	0	12	28
	AD	875	5	21	26	1	18	45
	Total	7148	42	123	165	0	111	277

Election Ward (Population)	Polling District	Registered Electors (Jan 2020)	Shielded					Total
			Registered			Not Registered		
			Red	Amber	End of Shielding Letter sent	Yellow	Green	
			Receiving Support	Not Receiving Support		Unable to Register	Not Registered	
Hale (1817)	JA	1563	32	83	115	0	84	199
Halton View (6682)	CA	1473	14	32	46	0	21	67
	CB	1801	29	39	68	0	45	113
	CC	1318	16	31	47	3	30	80
	CD	545	4	9	13	0	10	23
	Total	5137	63	111	174	0	106	283
Hough Green (6694)	HA	2118	19	67	86	0	53	139
	HB	814	12	23	35	0	17	52
	HC	1147	20	22	42	0	22	64
	HD	1024	14	18	32	0	25	57
	Total	5103	65	130	195	0	117	312
Kingsway (6699)	DA	1045	4	18	22	0	15	37
	DB	627	5	13	18	0	7	25
	DC	2203	33	50	83	1	55	139
	DD	622	6	9	15	1	13	29
	DE	398	4	11	15	0	15	30
	Total	4895	52	101	153	0	105	260
Riverside (5528)	EA	592	10	5	15	0	10	25
	EB	955	23	19	42	0	30	72
	EC	787	16	24	40	1	17	58
	ED	1291	27	32	59	0	49	108
	Total	3625	76	80	156	0	106	263

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Runcorn

Election Ward (Population)	Polling District	Registered Electors (Jan 2020)	Shielded						Total
			Registered			Not Registered			
			Red	Amber	End of Shielding Letter sent	Yellow	Green		
			Receiving Support	Not Receiving Support		Unable to Register	Not Registered		
Beechwood	PA	1314	18	35	53	0	29	82	
(3504)	PB	1656	15	40	55	0	35	90	
	Total	2970	33	75	108	0	64	172	
Daresbury	TK	685	9	27	36	0	19	55	
(4741)	TL	283	0	4	4	0	2	6	
	TM	738	10	18	28	0	12	40	
	TT	2584	10	38	48	0	41	89	
	Total	4290	29	87	116	0	74	190	
Grange	NA	1310	11	25	36	0	25	61	
(6926)	NB	1669	31	47	78	0	41	119	
	NC	2000	54	57	111	0	55	166	
	Total	4979	96	129	225	0	121	346	
Halton Brook	MA	1994	33	46	79	0	54	133	
(6701)	MB	1371	27	40	67	0	33	100	
	MC	1601	45	64	109	0	58	167	
	Total	4966	105	150	255	0	145	400	
Halton Castle	OA	1577	49	54	103	0	87	190	
(6519)	OB	894	41	52	93	0	56	149	
	OC	1321	28	31	59	0	41	100	
	OD	1019	40	49	89	0	51	140	
	Total	4811	158	186	344	0	235	579	
Halton Lea	QA	1994	46	49	95	0	64	159	
(6479)	QB	1075	28	27	55	0	59	114	
	QC	977	28	30	58	0	33	91	
	QD	559	19	18	37	0	32	69	
	Total	4605	121	124	245	0	188	433	
Heath	LA	731	8	20	28	0	12	40	
(5762)	LB	1419	9	24	33	0	27	60	
	LC	919	5	14	19	0	23	42	
	LD	1616	10	43	53	0	33	86	
	Total	4685	32	101	133	0	95	228	

Election Ward (Population)	Polling District	Registered Electors (Jan 2020)	Shielded						Total
			Registered			Not Registered		End of Shielding Letter sent	
			Red	Amber	Yellow	Green			
			Receiving Support	Not Receiving Support	Unable to Register	Not Registered			
Mersey (7537)	KA	1753	21	31	52	0	41	93	
	KB	808	12	17	29	0	15	44	
	KC	728	9	16	25	0	7	32	
	KD	991	17	22	39	0	24	63	
	KE	1153	12	27	39	0	29	68	
	Total	5433	71	113	184	0	116	300	
Norton North (6504)	RA	2637	35	77	112	0	52	164	
	RB	2387	44	75	119	0	85	204	
	Total	5024	79	152	231	0	137	368	
Norton South (6613)	ZX	1098	28	47	75	0	33	108	
	ZY	1522	44	67	111	0	67	178	
	ZZ	2017	33	48	81	0	69	150	
	Total	4637	105	162	267	0	169	436	
Windmill Hill (2428)	SA	992	27	39	66	0	59	125	
	SB	837	26	33	59	0	36	95	
	Total	1829	53	72	125	0	95	220	

Maps

This section contains maps detailing the SI located within the Wards and Polling Districts, based on the Red, Amber, Green system (RAG Rating) in Background.

Registered Shielded Individuals who are receiving support by Polling District and Ward

This section contains Personal Details of the SI categorised as **RED** within the plan, in the table format below:

NHS Number	First Name	Surname	Street Address	Town	Post Code	Phone 1	Phone 2	Email
------------	------------	---------	----------------	------	-----------	---------	---------	-------

Registered Shielded Individuals who are not receiving support by Polling District and Ward

This section contains Personal Details of the SI categorised as **AMBER** within the plan, in the table format below:

NHS Number	First Name	Surname	Street Address	Town	Post Code	Phone 1	Phone 2	Email
------------	------------	---------	----------------	------	-----------	---------	---------	-------

Individuals who became Shielded after 17th July by Polling District and Ward

This section contains Personal Details of the SI categorised as **Yellow** within the plan, in the table format below:

NHS Number	First Name	Surname	Street Address	Town	Post Code	Phone 1	Phone 2	Email
------------	------------	---------	----------------	------	-----------	---------	---------	-------

Non-Registered Shielded Individuals who are not receiving support by Polling District and Ward

This section contains Personal Details of the SI categorised as **GREEN** within the plan, in the table format below:

NHS Number	First Name	Surname	Street Address	Town	Post Code	Phone 1	Phone 2	Email
------------	------------	---------	----------------	------	-----------	---------	---------	-------

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Section: 5 – Appendices

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Appendix: 1 – Criteria for Covid-19 alert threshold and suggested process for C&M LAs to follow [10/07/20]

This summary is to help identify potential increases in Covid-19 cases in a local authority which need further investigation, monitoring, and/or enhanced action.

Daily monitoring of local authority data

- **Identify key lead** for relevant LA with support from surveillance analyst
- **Review of available data on daily basis** and previous days exceedance report (if available)
- Suggested criteria for identifying any **concerns/issues for enhanced monitoring**:
 - *>50 cases / 100,000* population in any local authority in a given day
 - *Significant increase in absolute numbers* (e.g. doubling) of cases in any local authority in any given day
 - *Weekly moving average cases with consistently increasing trend* for the local authority
 - *Increasing number of Covid-19 related calls to NHS 111* from local area (not sure if this is available on timely basis at present)
- **Action notes** taken - clearly documenting whether enhanced monitoring is required.

Sat/Sun – **agree key lead for the weekend** to review available intelligence

Need for enhanced monitoring identified

- **DPH informed** and lead identified (could be the same lead)
- Key lead to **liaise with local PHE team** re HPZone and other data sources
- **Involve surveillance/intelligence team** (local/C&M)
- **Review available data / reports**:
 - Review local intelligence for known *clusters or outbreaks*
 - *HPZone* holds cluster and outbreak reports by geography – ask Health Protection Team
 - *Covis* – can help identify care home, school and workplace[?] clusters – needs PHE support to access at this point
- Consider drafting a **high-level action plan**:
 - *Define local geography* that might need increased action immediately as rates in that local area might be higher if the denominator can be defined
 - Consider significance of any identified clusters or outbreaks for the wider community – is this spread within the care home / school / workplace, or an *indicator of community spread*?
- If concerned – **convene IMT** meeting (invite PHE): document if there is significant concern or not.

Enhanced monitoring identifies significant concern

- **DPH to lead** (or group of LA DsPH if common links)
- Regular **liaison with local PHE HPT and agreed action plan**
- Escalate as appropriate and consider **convening multiagency meeting (inform SCG and LRF)**
- Document agreed actions and **report to relevant professionals and organisations** as appropriate
- Identify current actions and **consider what else can be done**, for example:
 - *Identification of worship places, large employers or workplaces where the risk is higher (e.g. food manufacturers) with consideration of occupational screening or testing for Covid-19, particularly where there may be gaps in the Covid-19 response*
 - *Identification of other settings or workplaces where there are issues related to Covid-19 safe practice and consider taking action (e.g. increased hand washing, social distancing and close monitoring with a plan for further action such as enforcement of control measures)*
 - *Considering wider testing of defined places or settings with one or more cases*
 - *Considering testing asymptomatic people in identified high risk communities*
 - *Identifying any ongoing outbreaks that may be contributing to any community spread*
 - *Considering joined-up communications in the local community to raise awareness of Covid-19 testing and response, including self-isolation and social distancing*

Data sources:

Individual (case) level data accessible by Local Authorities

- Public Health England started providing individual-level, test data on the 24 June enabled through a data sharing agreement with Directors of Public Health. This contains additional information such as full postcode, age and ethnicity where available.
- Since last week PHE also included individual case data across pillars 1 (NHS and PHE laboratories) and 2 (commercial laboratories) of the testing programme. This data is being provided on a weekly basis but will shortly move to a daily frequency.
- Under this arrangement the local authorities are the data controllers and are responsible for what they share and publish. The local authority must ensure compliance with the relevant standards.

Information on individual cases to help outbreak management:

- PHE shares information with local directors of public health as part of the routine investigation of outbreaks and incidents. This includes information on individual cases and their contacts as required to support the public health response. This continues as the usual part of the management of COVID-19 outbreaks in specific settings or groups.

Aggregated and interactive dashboards and reports accessible to approved users

- All the following (except the Containment and LRF dashboard) products are currently available to Directors of Public Health through a PHE SharePoint site.

1. Local Authority Covid-19 Containment Dashboard

- This dashboard, produced by NHS-Digital, has been available since 11 June and provides a picture in the local area of cases and Covid triage data. There is a geographic breakdown to LTLA of the number of tests conducted, the total number of positive cases and a rolling average, as well as information on 111, 999 and online triage cases related to COVID-19. It enables easy comparison of areas.
- From July 6th the number of positive tests and 111 and 999 telephony triages is available to LSOA level. This dashboard is updated daily with a three-day lag due to the changeable nature of new data.
- The next development is to provide data at the full postcode level within the dashboard. Given this information is more sensitive it is reliant on a more robust security infrastructure that is being developed including Two Factor Authentication. Access to this dashboard is currently scheduled to be rolled out on Wednesday 15 July.
- Requests for new accounts should be emailed to NHSD Contact Centre at enquiries@nhsdigital.nhs.uk with 'Pillar 2 Dashboard' in the subject line. Each requestor to provide the following information:
 - Name, NHS Email Address, Role, Organisation, Mobile Number, Business Justification (reason for access)
 - After approval, the login info and T&Cs will be sent out

2. Contact tracing

- Public Health England produce a daily contact tracing report – this report provides information on contact tracing activity at a regional and UTLA level. This includes cases invited, cases completed, contacts identified, contacts reached, including aggregate totals of contacts associated with incidents.
- A more detailed contact tracing report is produced weekly with a set of quality and epidemiological information including numbers of cases, case outcomes, number of contacts, contact outcomes, numbers of contacts per case and by exposure setting and time to completion. Data is presented at regional and UTLA level.

3. Daily Situational Report

- Public Health England provides a daily situational report - this is a national summary of tests, cases, ethnicity, residential property type, workplace outbreaks, contacts by exposure settings/activities, links to healthcare settings. There is breakdown for some of this data by region. By local authority there is information on those UTLA's with the highest rates of incidence, testing, positivity rates, exceedances, outbreaks in educational settings. The aim is to bring together much of the information and intelligence on where the epidemic is currently taking place both in terms of place and groups of the population to help inform local action. It is anticipated that the Covid-19 Situational Awareness Summary will be shared with the public in the next few days.

4. Daily Exceedance Report

- Public Health England provides a regional daily exceedance report to Directors of Public Health. Exceedance scores are calculated using the current and historic data on cases of COVID-19 for each lower tier local authority area. An exceedance means that an area has a greater than expected rate of infection compared with the usual background rate for that location. This is a way of assessing a recent change in incidence in that area. Every day, PHE produce in depth reports for the areas that have exceeded (RED reports) shared with appropriate DsPH.
 - PHE daily Exceedance Reports ('PILLAR 1 and PILLAR 2 Combined Report for North West') in COVID-19 Local Authorities Report Store <https://extranet.phe.gov.uk/sites/C19LASEC/layouts/15/start.aspx#/SitePages/Exceedance%20Reports.aspx> (password protected website – need to register)
 - O>T = number of days O is above the local threshold T: 2 is taken as significant
 - O>E = number of days O is above E: 8 is taken as significant
 - IRR (incidence rate ratio) = estimate of the relative change each day in the number of laboratory confirmed COVID-19 cases: significant increase shown by >1, with 95% CI >1
 - MSOA reports of Covid-19 cases from PHE

5. Daily Surveillance Report

- Public Health England produce a daily surveillance report. The report provides descriptive information (trends and demography) at health protection team and local authority level of case data, testing data, in-hospital mortality data, outbreaks reported in a range of settings, syndromic surveillance data (GP out-of-hours calls, NHS 111 calls, emergency department attendances) and COVID-19 Hospitalisation in England Surveillance System (CHESS) data.

6. Bespoke epidemiological reports (deep dives)

- In addition, the PHE Field Service teams also support local partners with more detailed epidemiological analyses as needed to inform local action and agreed locally.

7. Local Resilience Forum Dashboard

- The LRF dashboard is run by MHCLG to show multiple data points showing whole system response and resilience. It is accessible through the Local Resilience Forums and contains indicators such as police workforce, food supply, proportions of population shielding and ventilator availability.

Future Developments

- From the feedback and requests made by local authorities there are several improvements being made to the existing sources. This includes giving full postcode and later demographics (where available) in the NHSD Dashboard. The PHE data feed will soon be available daily and will continue to be improved in terms of data quality. Improvements are being made on upstream data capture to improve ethnicity, occupation and place of work completeness. Work is ongoing jointly between the Joint Biosecurity Centre and PHE to develop a set of analytical products that will aid in early detection of outbreaks as well as the next best action to take. We continue to welcome feedback on priority data feeds or improvements to existing sources to guide the work of the national teams.

Data in the public domain - Summary of national figures

- National figures for COVID-19 tests, cases, deaths for the UK and every country of the UK are produced daily
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- National figures for the NHS Test and Trace service are produced weekly. This includes numbers of people tested; people testing positive; time taken for results to become available; numbers of people transferred to the contact tracing service; the time taken for them to be reached; close contacts identified for complex and non-complex cases, and the time taken for them to be reached.
<https://www.gov.uk/government/collections/nhs-test-and-trace-statistics-england-weekly-reports>

Public dashboards with geographic breakdown

- The Weekly Coronavirus Disease 2019 (COVID -19) Surveillance Report, produced by Public Health England, summarises information from a variety of surveillance systems covering national data on cases, age, gender, rates, ethnicity, NHS111, google searches, general practice consultations, emergency attendances, hospitalisation rates deaths (age, ethnicity, excess mortality) antibody testing, global data.
- There is also regional data and weekly rates 9th July 2020 of cases by local authority including a PHE top 10 of UTLAs with the highest weekly rate of cases www.gov.uk/government/publications/national-covid-19-surveillance-reports
- The Coronavirus (COVID-19) in the UK dashboard contains information at UTLA and LTLA level on cases and rates and is updated daily
<https://coronavirus.data.gov.uk/>

- A new dashboard, launched on June 25, has been updated with sub-national data including people tested and positive cases at national, regional and local authority level. This includes the ability to view epidemic curves and 7-day averages as well as the ability to look at positive cases as a proportion of all tests <https://coronavirus-staging.data.gov.uk/>
- On Friday 3 July, NHS-Digital released a public version of the Containment dashboard, Progression, that enables triages and cases to be tracked through time at UTLA level: that includes, by UTLA, the number of people with coronavirus identified through an NHS lab (Pillar 1) or from a commercial swab testing (Pillar 2). In addition, the count (not people) of triages of coronavirus symptoms through NHS Pathways by calls to NHS 111 and 999 and through NHS111 online. <https://digital.nhs.uk/dashboards/progression>

Appendix: 2 – Shielding Letter

Dear Title Forename Surname,

I hope you are keeping safe and well.

You may be aware, the Government has announced changes to current arrangements for 'shielded' individuals like yourself.

This means that from 1 August, the arrangements that have been in place from the early days of the lockdown, will come to an end. If you were not receiving weekly food parcels, but you wish to use online shopping, you can still register for priority slots with the major supermarkets online at (www.gov.uk/coronavirus-extremely-vulnerable/) or by calling 0800 028 8327) - you will need to do this before 17 July.

After this date, we may be able to help you to access priority slots with Tesco and Iceland, if you need to do this contact us on 0151 907 8363.

We understand that this may be an anxious time, as you adjust to getting back to a more normal way of life. To help you, we have created a new online directory with details of support and advice that is available to you. It includes sections on food and shopping; medical and pharmacy; social support; wellbeing and finance. You will find the directory at <https://onehalton.uk/shieldedsupport/>.

If you do not have access to the internet, the following telephone numbers may be useful to you:

- Halton Borough Council COVID-19 Support Line: 0151 907 8363 (Mon to Fri 8am – 6pm)
- Surestart to Later Life: 01928 569498 (support if you are isolated, or feeling alone)
- Halton Health Improvement Team: 0300 029 0029
- Mental Health Helpline: 0800 051 1508

To keep up to date with current Government advice you should visit www.gov.uk, if there is information we need to share, we will do this through our local radio stations and newspapers and online at www.halton.gov.uk; Facebook (Halton Borough Council/Twitter @HaltonBC). If there are any important changes in the future that we need to update you on about shielding, we will contact you directly.

Yours sincerely,



David Parr OBE

Chief Executive, Halton Borough Council

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Appendix: 3 – Leaflet to accompany letter

Stop Smoking

“My contact at the stop smoking service made me feel at ease and I never felt judged at all”

Fresh Start

“If it wasn't for the Fresh Start staff and group I would never have had the 'get up and go' to change my lifestyle, not only for me but my whole family.”

“It's been life changing”

Exercise on Referral

“The level of motivation and support has been excellent.”

“I'm really glad I joined the class, it's given me a new lease of life.”

Fit 4 Life

“I was very worried about my child's eating, but I am leaving the group with some good healthy stuff to try.”

“My son is now performing better in school, he is star of the day at school and has a speaking part in the school play, which he never would have done.”

Age Well Exercise

“I finally feel like I am up and running again. I have got my life back again, it's wonderful.”

START WELL
Giving children the best start in life

LIVE WELL
Helping adults lead healthier lifestyles

AGE WELL
Supporting healthy and active ageing

Contact us for more information:

Tel: **0300 029 0029**
Email: **HIT@halton.gov.uk**
Twitter: **@HaltonBC**
Facebook: **/HaltonBC**

www.haltonhealthimprovement.co.uk

HALTON HEALTH IMPROVEMENT

Supporting you and your family to lead a healthier and happier life.





For more information call the team on: **0300 029 0029**
or visit www.haltonhealthimprovement.co.uk
@HaltonBC #HaltonBC

START WELL
Giving children the best start in life

LIVE WELL
Helping adults lead healthier lifestyles

AGE WELL
Supporting healthy and active ageing

Infant Feeding Support

Support for all mums antenatally and postnatally at workshops and by phone. Breastfeeding support through 1-to-1 home visits and groups.

Introducing Solid Foods

Workshops for parents of babies 3-5 months old to prepare for introducing solid food at 6 months.

Healthy eating and physical activities

Fir 4 Lifer for families to learn together about healthy lifestyles.

Halton Healthy Schools and Early Years

Supporting schools & settings to reach healthy standards. Education and training on healthy eating & lifestyles, mental health, e-safety, smoking and alcohol.

Positive Parenting Programme (Triple P)

Gives practical support to help parents or carers build strong, healthy relationships with their child, manage behaviour and prevent problems.



Halton Stop Smoking Service

Our team offers **FREE** support and advice to anyone who wants to stop smoking.

Fresh Start

Fresh Start helps adults lose weight, get more active and feel great. Free for 6 months.

Specialised Exercise & Support

If you have heart or respiratory problems or have had a stroke, cancer, or back problems, our specialised Exercise on Referral classes are designed to build confidence, improve quality of life and help you carry out your daily activities.

NHS Health Checks

Are you aged 40 - 74? You may be eligible for a **FREE** NHS Health Check. This simple check takes about 30 minutes and looks for signs of high blood pressure, diabetes, kidney disease, heart disease and your risk of stroke and dementia.

Mental Health

Through high profile campaigns, training and events, we aim to get people in Halton talking about their mental health and challenging the stigma of mental health.

Workplaces

We are working with a growing number of local employers to deliver in-house services, health checks, training and advice to staff.

Age Well exercise sessions for the over 50s

Exercise and home safety advice for people who have fallen or are at risk of falling. Helps avoid hospital admissions and maintain your independence and mobility.

Exercise and support for people with chronic conditions

Tailored classes for people with pulmonary or cardiovascular disease & those recovering from cancer or stroke.

Activities and support for over 55s in the community from Sure Start to Later Life

Services and activities to help the over 55s feel less isolated, learn new skills, feel better & get more active. Contact Sure Start to Later Life direct on 01928 569477.

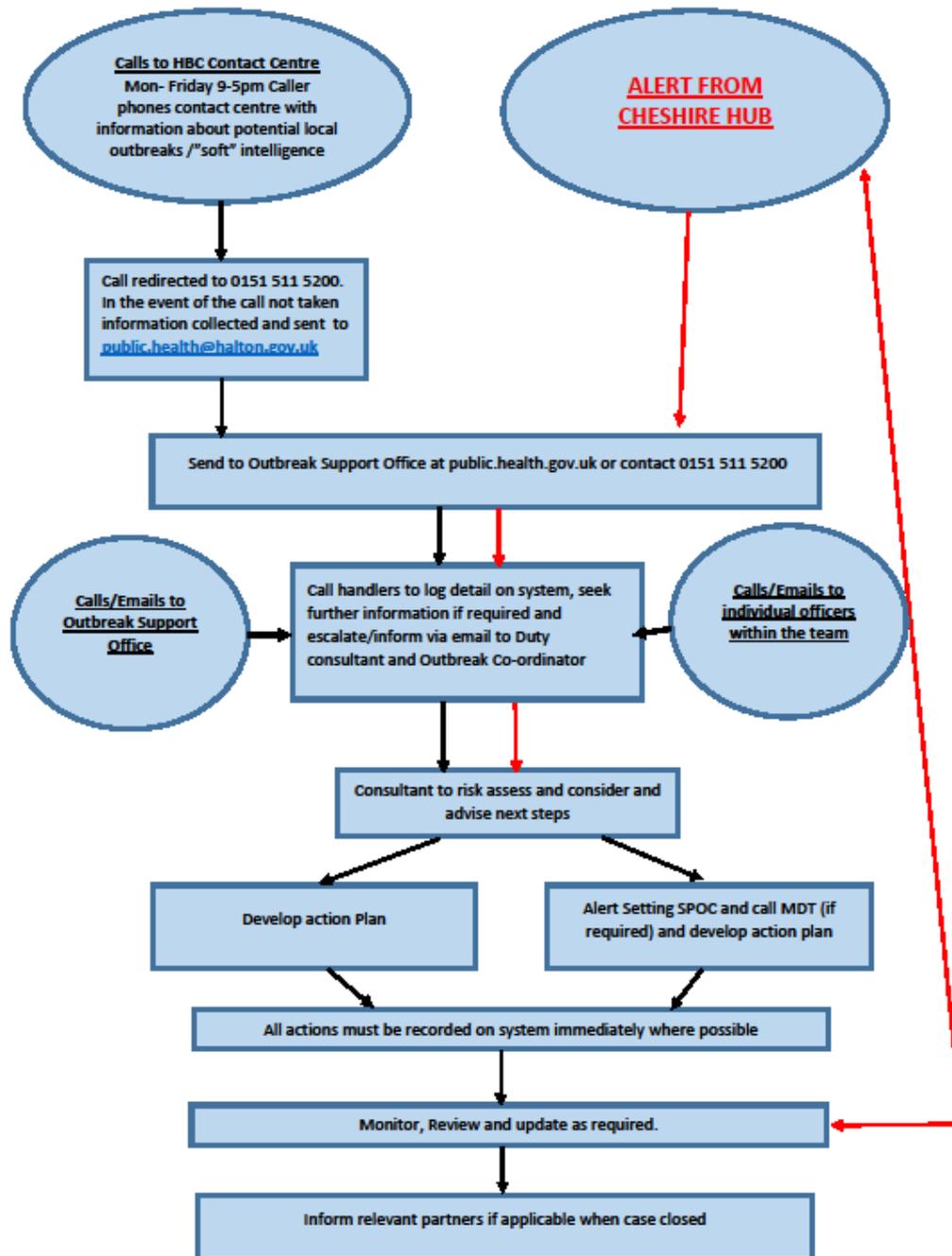
Early detection of cancer & promotion of screening.

Community awareness campaigns & training for front-line staff & community groups on the signs & symptoms of cancer & screening.

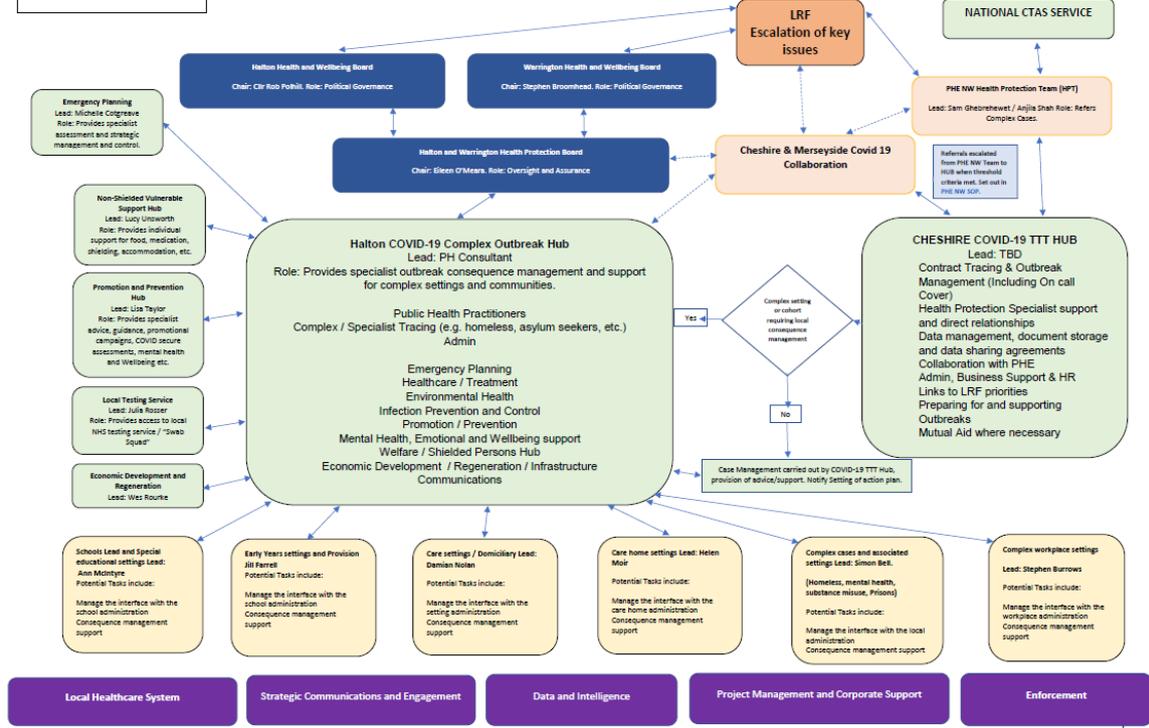


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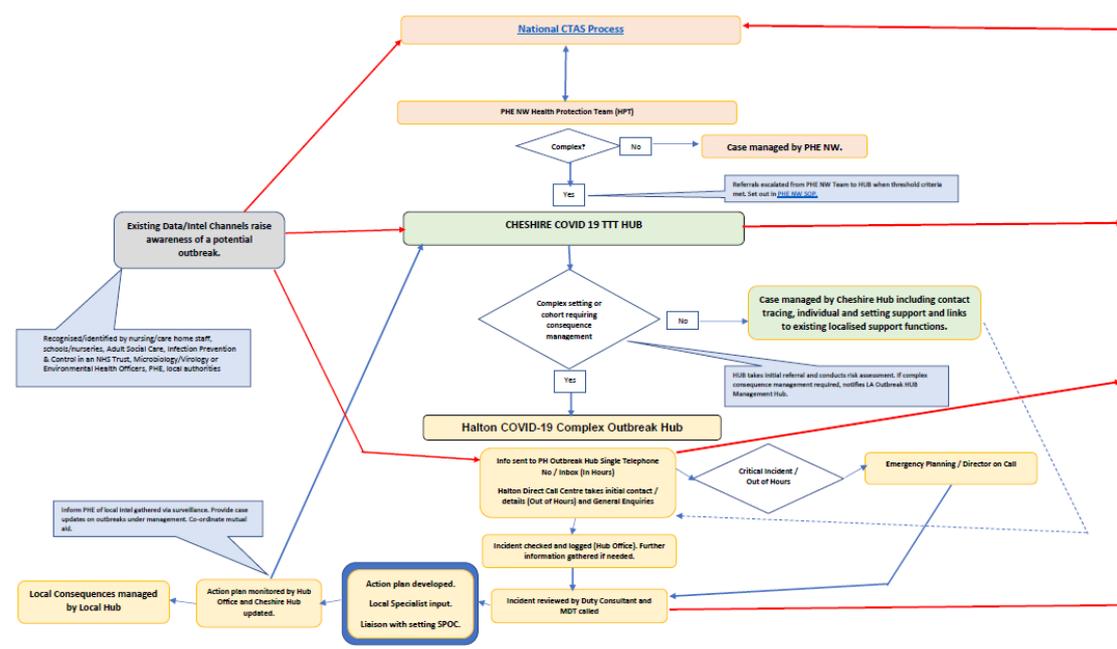
Appendix: 4 – Public Health Outbreak Notification Processes



HALTON Outbreak Map



Local Outbreak Consequence Management Map



Subject: FW: Halton Covid Outbreak Support

As you may be aware, Halton Borough Council needed to establish an Outbreak Support office to provide consequence management of any local outbreaks of Covid 19 .

As from today (Monday 6th July) we now have a local office in place which will support and manage these outbreaks within Halton.

The main role is to support the national test, track . trace and engage system in working with local organisations, venues, businesses and facilities when an outbreak has been identified or suspected.

The office will co-ordinate the local response and bring together the various teams and functions that will have an important role to play in responding to any outbreak. This will vary depending upon each case, but will include Environmental Health, Infection Control, Health Promotion and Prevention, as well as the specialist leads for each area. e.g. education, social care, care homes, etc.

The office has a dedicated direct number **0151 511 5200** which will be open between 9am and 5pm Monday to Friday and an email address – publichealth@halton.gov.uk

The office will act as a central point of contact to the Cheshire Hub and to the National Contact, Test and Trace and engage facility. Most individuals that are identified as testing positive will be managed by either the national hub or by the Cheshire Hub, but there will be circumstances where a local outbreak needs to be managed locally, or additional support measures will need to be put in place. As soon as we are aware of any potential need for local action, we will call a virtual Multi Discipline Team (MDT) meeting to develop a local action plan.

Enclosed for your information a copy of the Halton outbreak map .

Information on the general approach to managing an Outbreak plan can be found here –

<https://www3.halton.gov.uk/Pages/health/Covid-19-Preventing-and-Responding-to-Local-Outbreaks.aspx>

In order to prevent confusion, any individual concerned about their own health, or that of a family member or friend should still continue to contact www.111.nhs or their GP for support. Equally those seeking general information about Coronavirus or its implications should continue to use existing channels of communication such as the websites or national support lines. The purpose of the office is to deal with the consequences of any outbreaks locally.

The role of the office will evolve and develop as we understand what is needed to support the people of Halton. We will be in contact this week to better understand the existing systems and processes that you already have in place, and look at how we can all work together when required.

Cllr Rob Polhill.

David Parr.

Leader

Chief Executive

Appendix: 5 – Shielded Calls Outcomes

Polling District	First Name	Surname	Successful Contact Y/N and Date			Requires Additional Support (Y/N)			
			Contact 1	Contact 2	Contact 3	Food/Supplies	Medication	Other	Action Taken

Passed to Cheshire Fire

Date of CFRS visit	Name of CFRS Advocate	Comments	Tel number for all AMBER	RAG status RED AMBER Green	Cheshire Police Visit Date	Police Contact	Outcome 1st Visit	Outcome 2nd Visit	Outcome 3rd Visit

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Appendix: 6 – Key Media Messages

Holding posts for social media

General:

It has been necessary to put in place a local lockdown in [AREA NAME]. If you live or work in [AREA NAME] it is essential that you now follow the measures that have been put in place. Details of these measures can be found on our website www.halton.gov.uk. We will keep you regularly updated via our website, social media and through the local media.

Shielded:

A local lockdown is in place in [AREA NAME]. Halton Borough Council will be contacting those individuals in this area who are ‘clinically extremely vulnerable’ to coronavirus [who have registered as shielded and have previously received help] [who are registered as shielded], to put in place new arrangements for support, should it be needed. General information on support available can be found at www.onehalton.uk/shieldedsupport.

Web page/statement

It has been necessary to put in place a local lockdown in [AREA NAME].

If you live or work in [AREA NAME] it is essential that you now follow the measures that have been put in place. These measures are;

- Xx
- Xx
- Xx
- Xx

These measures will be in place for the next XX days.

During this period we will be taking the following steps to control the spread of Coronavirus

- Xx
- X
- x

We will keep you regularly updated on this web page, through our social media channels and through the local media.

Halton Borough Council will be contacting all individuals in this area who are 'clinically extremely vulnerable' to coronavirus to put in place arrangements for support, should it be needed. General information on support available can also be found at www.onehalton.uk/shieldedsupport.

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Appendix: 7 – Call Assessment Form

Personal Details

Title:

Test

First Name:

Test

Surname:

Test

Date of Birth:

01/01/2020

Address Details

House Number:

1

Street:

Any Street

Town:

Widnes

Postcode:

WA8 1AA

Contact Details

Home / Mobile Telephone:

01234567890

Email address:

[anyone@anyISP.com](mailto: anyone@anyISP.com)

Support with Food

Do you require support to buy food?

Yes

Support with Medication

Do you require support with medication?

Yes

What is the name and address of the pharmacy you use?

Boots Pharmacy, Runcorn

How many different medications do you need support for?

1

Medication 1

What is the name of the medication?

Med1

How many days of medication do you have left?

2

When is the next prescription due?

Tuesday

Other Support

Is there any other urgent support you require?

Yes

Please tell us the urgent support you need?

Struggling to get around the house.

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Appendix: 8 – HBC Covid Calls Team

This section contains Contact Details of the HBC Covid Calls Team in the table format below:

Surname	First Name	Role in Hub Operations	Number of Days per week working on the HUB	Days of the week working on the hub (AM/PM)	Proposed last day of working in the HUB Team	Normal Job Role	Service Area	Critical Service P1/P2/P3	Notes
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Appendix: 9 – Contingency SI Callers for Weekends

This section contains Contact Details of the HBC Covid Calls Team available to work at the weekend in the table format below:

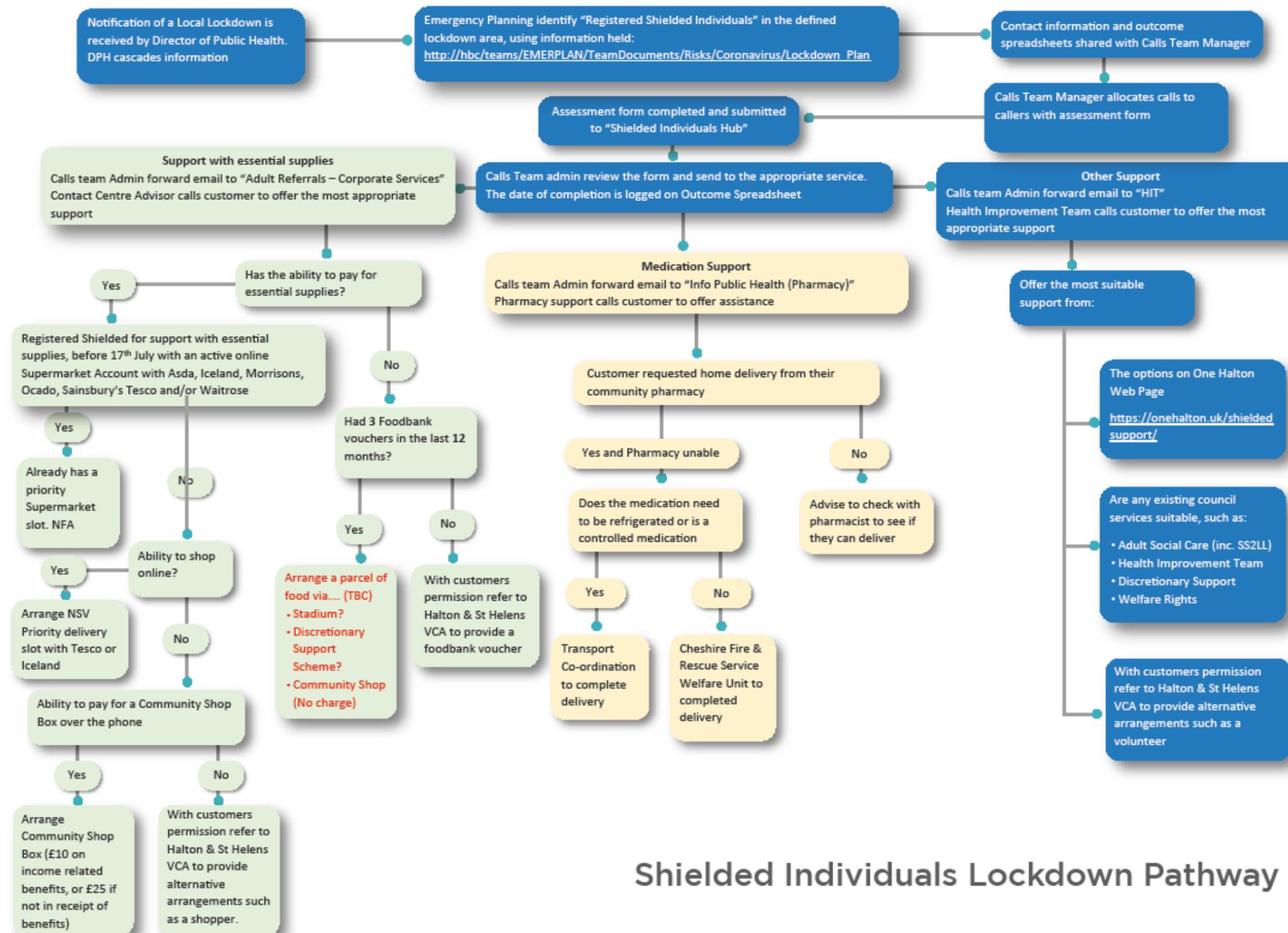
Name	Mobile Telephone Number	Personal Email

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Appendix: 10 – Pathway – SI in lockdown



Shielded Individuals Lockdown Pathway

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Appendix: 11 – COVID Support Helpline Messages

Message 20th July – 31st July

You should all by now have received your letter regarding the changes to lockdown shielding. As from the 1st August direct support for those shielding will come to an end and for example food parcel deliveries will cease.

Those who had shielded are now required to make their own arrangements to access food. If you feel you are unable to do this you will need to ask friends and families to assist you.

The priority slots for those who shielded will continue to with major supermarkets after the 1st of August. To access these deliveries please register with the supermarket of your choice.

If you still require assistance please continue to hold for the next available advisor.

Message 1st August onwards

Please note that shielding ended on 1st August. Those who were previously shielded are now required to make their own arrangements to access food. If you feel you are unable to do this you will need to ask friends and families to assist you.

The priority slots for those who shielded will continue to with major supermarkets To access these delivery slots please register with the supermarket of your choice.

If you still require assistance please continue to hold for the next available advisor.

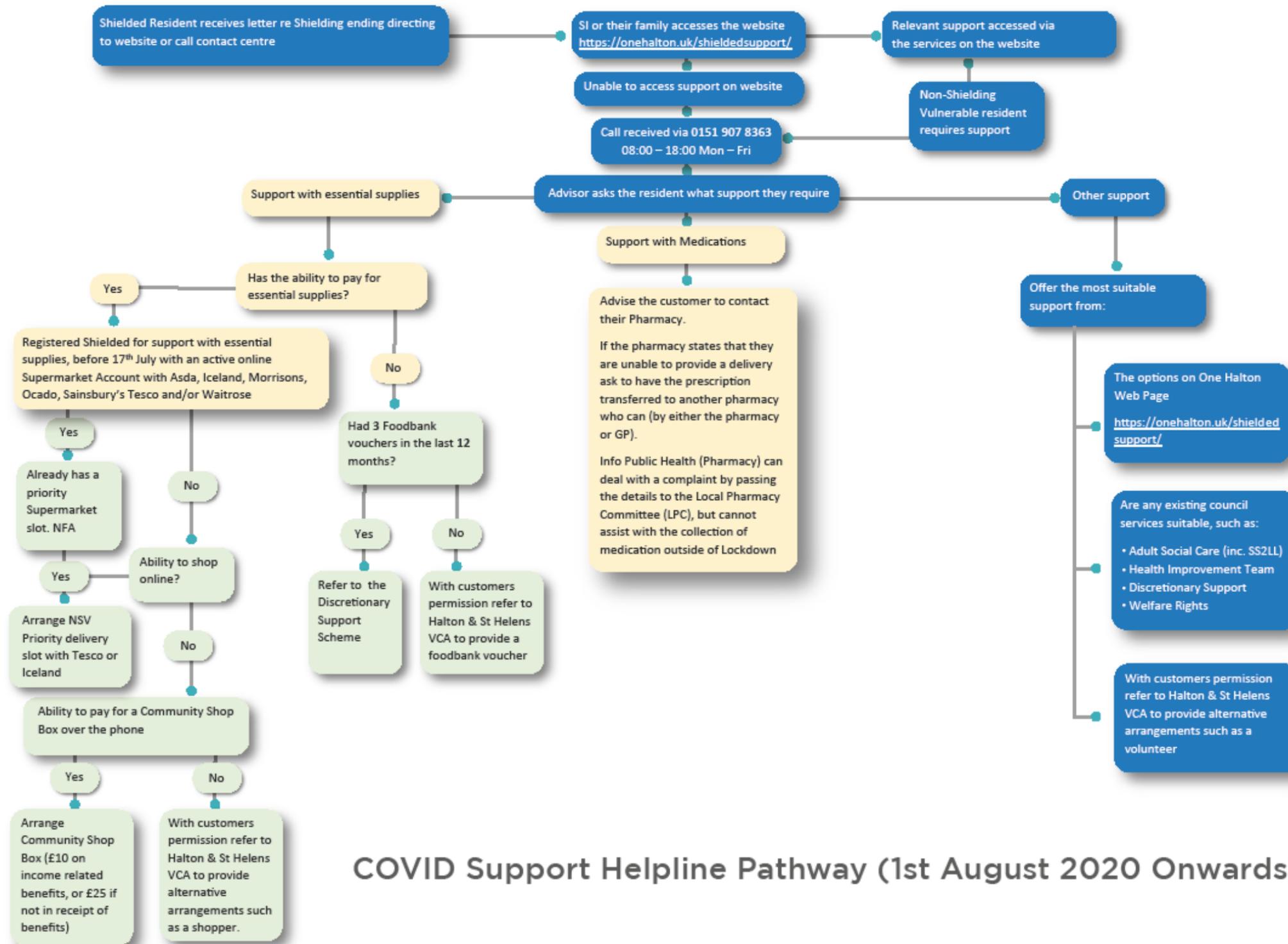
Local Lockdown

Due to the different scenarios in respect to a Local Lockdown, a specific message has not been created. However, “Hold” messages can be created very quickly (in a matter of minutes). Any messages would need to include:

- Location of the local Lockdown
- Some details of the lockdown, i.e. non-essential shop closures, etc.
- Details of where further information can be found.

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Appendix: 12 – Covid Support Helpline Non-Lockdown



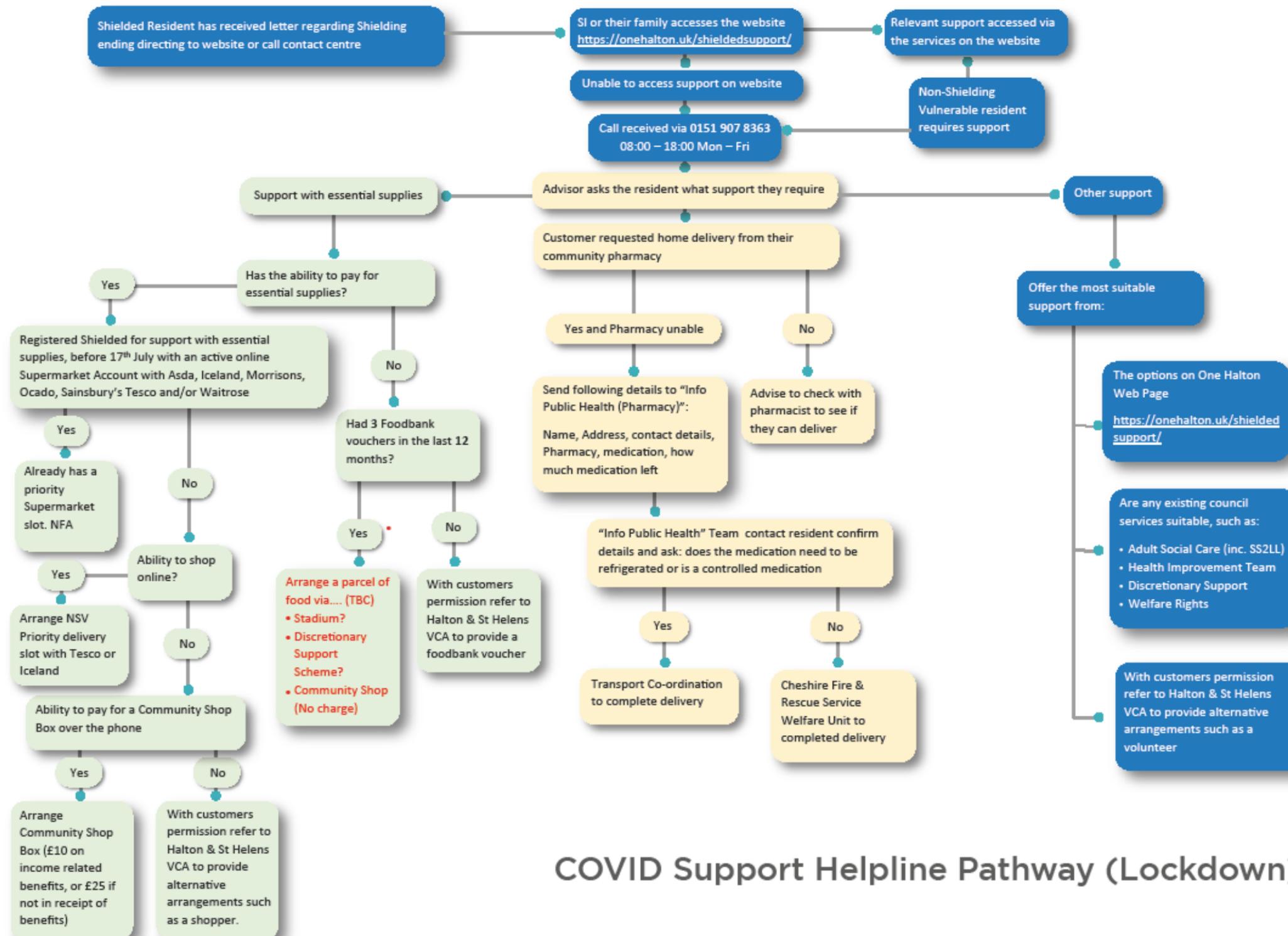
COVID Support Helpline Pathway (1st August 2020 Onwards)



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Appendix: 13 – Pathway – Covid in Support in Lockddown



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Appendix: 14 – Complex Settings Matrix

Halton – Covid 19 - Local Outbreak Plan - Community Resilience Annexe (DRAFT ONLY)

Resources Required	IDENTIFIED AREAS OF POTENTIAL OUTBREAK								
	Care Homes and Residential Settings	Schools and Early Years Settings	Single Business and Business Districts	Ward Level	Town Level	Borough Level	Halton Hospital	Daresbury Park Hotel	
Communication Plans									
Liaison with internal colleagues									
Liaison with external partners									
Food									
Medications									
IT									
Staff									

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Document Contacts:

Hub Role	Name	Phone 1	Phone 2	Email
Halton Borough Council Senior Management Team				
HBC Chief Exec				
Director of Public Health				
Strategic Director Enterprise, Community & Resources				
Strategic Director People				
Director of Adult Services				

Operational Directors				
Enterprise Community & Resources				
Operational Director Legal & Democratic Services				
Operational Director Finance				
Operational Director Policy, Planning & Transportation				
Operational Director ICT Services				
Operational Director Economy, Enterprise & Property				
Operational Director Community & Environment				
Operational Director Policy, People, Performance & Efficiency				

People				
Operational Director Education, Inclusion & Provision				
Operational Director Children's Social Care				
Director of Public Health				
Director of Adult Services				
Hub Management Team				
Hub Manager				
Hub Manager				

Halton Borough Council Shielded Hub Team				
Generic Contact	Generic Contact	0151 907 8363		Covid-19sihub@halton.gov.uk
Hub Admin / Operations				
Hub Admin / Operations				
Hub Admin / Operations				
Call Team Manager				
Contact Centre (Adult Referrals)				
Adult Referrals Generic Contact	Generic Contact	0151 907 8363		socialservicesreferrals@halton.gov.uk
Adult Referrals / Contact Centre Manager				
Adult Referrals / Contact Centre Team Leader				
Adult Referrals / Contact Centre Team Leader				

Hub Role	Name	Phone 1	Phone 2	Email
Calls Team Available (Available at Weekends)				

Health Improvement Team				
Generic Contact	Generic Contact	0300 029 0029		hit@halton.gov.uk
Health Improvement Team Manager				
Health Improvement Team Officer				

Public Health				
Generic Contact	Generic Contact			Info.publichealth@halton.gov.uk
Pharmacy Team Leader / Outbreak Team Leader				
Pharmacy Support				
Halton Track & Trace				
Voluntary Sector Engagement				
Voluntary Sector Engagement	Nicola Goodwin	0151 511 8105		Nicola.goodwin@halton.gov.uk
Voluntary Sector Engagement	Shelah Semoff	0151 511 8677		Shelah.semoff@halton.gov.uk

Communications & Marketing				
Communications & Marketing Officer				
Communications & Marketing Officer				

Emergency Services Support				
Cheshire Fire & Rescue - Uncontactables				
Cheshire Fire & Rescue - medication				
Cheshire Police - Uncontactables				

Cross Border Local Authorities – Mutual Aid				
Local Authority	Principal Officer	Contact Number	Emergency Incident Line	Email Address
Cheshire				
Cheshire East Council				
Cheshire West & Chester Council				
Warrington Borough Council				
Liverpool City Region				
Knowsley Metropolitan Borough Council				
Liverpool City Council				
Sefton Metropolitan Borough Council				
St Helens Metropolitan Borough Council				
Wirral Metropolitan Borough Council				

Voluntary Sector			
Organisation	Contact	Contact Number	Email
Cheshire Emergency Voluntary Agency Committee			
Halton & St Helens Voluntary Community Action Group			
Migrant Help			
Home Office (Asylum Seekers)			
SERCO			
Housing Associations	24 hours Support Line		
Anchor Hanover Housing		0845 140 2020	
Clarion Housing		0300 100 0303	
Guinness Partnership		0303 123 1890	
Halton Housing Trust		0303 333 0101	
Housing 21		0370 192 4000	
Onward Homes		0300 555 0131	
Places for People		0845 850 9571	
Plus Dane		0300 123 4560	
Regenda Housing		0344 736 0066	
Riverside Housing		0345 111 0000	
Sanctuary Housing		0800 131 3348	
Your Housing Group		0345 345 0272	

Distribution List
Halton Borough Council

- Chief Executive
- Strategic Director People
- Strategic Director Enterprise, Community & Resources
- Director of Public Health
- Operational Director Adult Social Care
- Operational Director Children Social Care
- Leader
- Deputy Leader
- Portfolio Holder
- Elected Members (as appropriate)
- Emergency Planning Team
- Contact Centre
- OOH Team
- Communications and Marketing

External

- Cheshire Police
- Cheshire Fire & Rescue Service
- North West Ambulance Service
- Liverpool City Region – Local Authorities
- Warrington Borough Council
- Cheshire West & Chester
- Cheshire East