# Appendix 4: Health Setting Communicable Disease Outbreak – Update Report to ROC

**Updates are needed when additional cases are identified or following an outbreak meeting**

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| --- | --- | --- |
| Name of Provider: |  | |
| Ward/Area: |  | |
| Speciality |  | |
| Date: |  | |
| Date of next outbreak meeting (if applicable) |  | |
| Reported prepared by name and job title: |  | |
| Contact Details (should we need to get in contact Email and phone number): | Mobile |  |
| Email |  |
| Date of Outbreak Commenced/Closure of area |  | |
| Date of last positive Covid-19 test  (staff or patient) |  | |
| Planned Date for Opening Ward/Area |  | |
| Planned Date for Formally Closing Outbreak  (28/7 after last positive test) |  | |
| Has this outbreak resulted in the suspension of an essential service within your organisation, or closure of patient admissions to a service? (Yes/No) |  | |

**Update**

|  |  |  |
| --- | --- | --- |
| 1. **Number of Patients Testing Positive for this outbreak (as at 1200 today)** | | |
| Total number of patients or customers who have tested positive during this outbreak |  | |
| 1. **Number of Patients in Isolation (as at 1200 today)** | | |
| Total number of patients who are in self isolation (excluding the ones above from Question 1)? |  | |
| 1. **Number of Staff Testing Positive for this outbreak (as at 1200 today)** | | |
| Total number of staff who have tested positive during this outbreak? |  | |
| 1. **Number of Staff in Isolation (as at 1200 today)** | | |
| Total number of staff members who are in isolation due to this outbreak (excluding the above from Question 4)? |  | |
| 1. **Are you on trajectory on your outbreak control plan?** | | |
| What actions have you taken |  | |
| What actions do you plan to take (Next steps) |  | |
| 1. **Have you closed or partially closed/reduced services as a result of this outbreak?** | | |
| If Yes - Please give details of the services that have been disrupted and the impact on delivery/business continuity | | |
|  | | |
| Please RAG rate the box on the right as to the post mitigating actions status of the outbreak:  Red = Critical service (as per BCP) not available (due to outbreak)  Amber = Services running but with disruption or significant additional strain on organisation  Green = Services running with no operational impact (due to the outbreak) | |  |

Please provide the following information and return to the Regional ROC [england.sw-incident1@nhs.net](mailto:england.sw-incident1@nhs.net) **by no later than 14:00, when updated are required.**