

## Primary Care Staff Outbreak Checklist

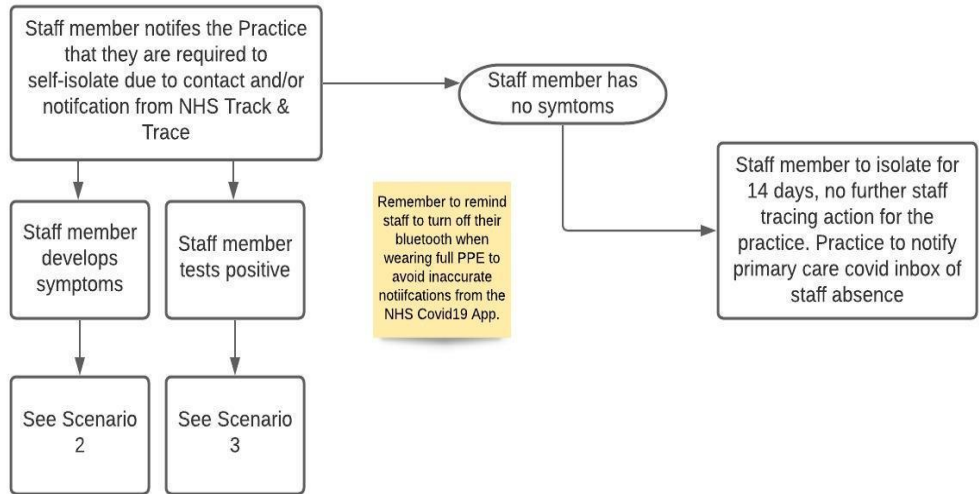
- ✓ **Inform primary care covid inbox** (email staff absence due to positive result/self-isolating but also if you require advice/support)
- Out of Office Hours: If you require advice/support contact ICC**
- ✓ **Complete staff contact tracing as per the attached flow diagram**\*\*If you are unsure if a staff member meets the criteria for a close contact/have queries regarding your contact tracing you can seek advice from Public Health\*\*
- ✓ **Inform staff members if required to isolate**
- ✓ **Inform staff members of positive case & if they are a contact**
- ✓ **Complete deep cleaning & review IPC/PPE use** – speak to your contracted cleaners or if unsure contact primary care covid inbox
- ✓ **Complete IIMarch form if 2 or more cases**  
The IIMarch form can be found on the primary care covid website within the NHS Test & Trace tab. The Form is within the outbreak SOP.
- ✓ **Inform buddy practice & PCN Clinical Director if required**
- ✓ **Check resilience plan including:**
  - ✓ **Process for telephones**
  - ✓ **Remote working**
  - ✓ **EPS**
- ✓ **Email primary care inbox for support with:**
  - ✓ **Remote working queries**
  - ✓ **Communications support**
- ✓ **To access any national/local guidance view primary care response website**

### Contacts

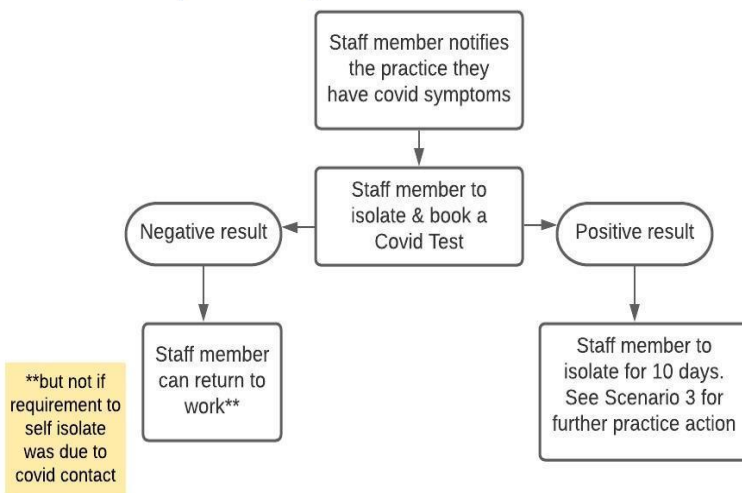
<b>Primary Care Inbox</b>	<a href="mailto:primarycare.covid-19@staffsstokeccgs.nhs.uk">primarycare.covid-19@staffsstokeccgs.nhs.uk</a>
<b>ICC</b>	<a href="mailto:covid-19@staffsstokeccgs.nhs.uk">covid-19@staffsstokeccgs.nhs.uk</a> Tel. 07515191297
<b>Staffordshire Public Health, Staffordshire County Council</b>	<b>Webform:</b> <a href="https://www.staffordshire.gov.uk/Coronavirus/Professional-Referral/Professional-referral-form.aspx">https://www.staffordshire.gov.uk/Coronavirus/Professional-Referral/Professional-referral-form.aspx</a> <b>Email:</b> <a href="mailto:C19LocalOutbreakControl@staffordshire.gov.uk">C19LocalOutbreakControl@staffordshire.gov.uk</a> <b>Telephone:</b> Business hours 01785 355777; Out hours 07891389232
<b>Stoke on Trent Public Health, Stoke on Trent City Council</b>	<b>Email:</b> <a href="mailto:tracecovid19@stoke.gov.uk">tracecovid19@stoke.gov.uk</a> <b>Telephone number</b> 01782 231222 <b>Out of Hours:</b> 01782 234234
<b>Public Health England West Midlands Health Protection team:</b>	<b>Online reporting system:</b> <a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I</a> <b>Email:</b> <a href="mailto:WM.2019CoV@phe.gov.uk">WM.2019CoV@phe.gov.uk</a> <b>Telephone:</b> 0344 225 3560 (opt 0 opt 2)
<b>Infection Prevention Control Team</b>	Infection prevention control queries: <a href="mailto:infection.control@mpft.nhs.uk">infection.control@mpft.nhs.uk</a>
<b>Primary Care Covid Website</b>	<a href="https://staffsstokecovid.co.uk/">https://staffsstokecovid.co.uk/</a>

## Staff Contact Tracing

### Scenario 1



### Scenario 2



Scenario 3

