

## IMT COVID-19 Agenda

| Item number | Agenda item   |
|-------------|---|
| 1.          | Introduction (Reminder of confidentiality and need for accurate records)  |
| 2.          | Appropriate Membership  |
| 3.          | Declarations of conflicts of interest   |
| 4.          | Items not on the agenda   |
| 5.          | Minutes of last meetings (if applicable) including review of actions agreed   |
| 6.          | Incident update <ul style="list-style-type: none"> <li>a) General situation update</li> <li>b) Case report</li> <li>c) Other relevant reports</li> </ul>  |
| 7.          | Investigations <ul style="list-style-type: none"> <li>a) Epidemiological</li> <li>b) Observation/Audits of staff practice</li> <li>c) Bed spacing and physical distancing</li> <li>d) Ventilation</li> <li>e) Testing (incl WGS)</li> <li>f) other</li> </ul>   |
| 8.          | Hypothesis  |
| 9.          | Control measures <ul style="list-style-type: none"> <li>a) Patient placement</li> <li>b) PPE</li> <li>c) Environment and equipment cleaning</li> <li>d) Staff exclusions from work</li> <li>e) Ward closure status</li> </ul>   |
| 10.         | Healthcare Infection Incident Assessment Tool (HIAT)  |
| 11.         | Communications <ul style="list-style-type: none"> <li>a) Advice to public</li> <li>b) Advice to professionals</li> <li>c) Duty of Candour</li> <li>d) RIDDOR</li> <li>e) Media</li> <li>f) Any need to inform other authorities</li> <li>g) HPS/SG HAI Policy unit – reporting requirements</li> <li>h) COVID-19 messaging</li> </ul> |
| 12.         | Learning from the incident  |
| 13          | AOCB  |
| 14          | Review of agreed actions  |
| 15.         | Date and time of next meeting   |