**South East Region Action Card – general practice-level closures or service disruption due to Covid-19 outbreaks and/or the application of the test & trace system**

GP practice reports an outbreak to the CCG

CCG reviews the IIMARCH and consults with the practice and PCN on mitigating actions.

CCG requests practice complete an IIMARCH form and submit to CCG.

CCG ensures the outbreak is reported to:

* CCG Chief Nurse
* CCG Medical Director
* CCG Information Prevention & Control Lead
* CCG Communications Team/Media
* CCG ICC
* Local Medical Committee
* Local Health Protection Team

CCG submits the IIMARCH to the ICS/STP ICC

ICS/STP ICC reviews the IIMARCH and forwards on to the SE ICC, copying to ICS/STP Comms Team and to Regional Comms Team

SE ICC receives the IIMARCH form, processes it and reports it to the National team.

SE ICC requests a daily update sending out slides for review at 17.00 each day for return by 09.30 the next morning.

Once the GP practice has reported that the outbreak is closed, no further daily updates will be required.