



Regional Covid-19 Incident Coordination Team  
North East and Yorkshire  
NHS England and NHS Improvement

Telephone: 0770 240 4046  
Email address: [england.eprney@nhs.net](mailto:england.eprney@nhs.net)

**Date:** Thursday 29 October 2020

**To:** Chief Nurses/Directors of Nursing  
Trust DIPC's for cascade to their ICCs and IPC teams  
CC CCG chief nurses  
ICS outbreak SROs  
Primary care leads for onward cascade to primary care  
Independent sector providers please  
Regional PHE Team and Directors of Public Health

**From:** David Charlesworth Head of Infection Prevention and Control  
North East and Yorkshire Region

Dear Colleagues

### **Revised North East and Yorkshire IIMARCH form**

Following feedback, please find a revised IIMARCH form for notifying and updating outbreaks of Covid-19 in NHS services.

You will notice a clear set of information that is required when initially notifying the regional ICC of new outbreaks. In addition, to ease the burden of keeping the ICC informed as the outbreak develops, a separate update form is included. The update form should be sent in weekly unless there are significant updates in the interim.

The National ICC Team allocate a unique number to each outbreak once they have been reported, this will be shared with you as soon as possible. Please enter this outbreak number on the update sheet each week.

So, for clarity, on the identification of a new outbreak in your organisation, please send the IIMARCH notification form to [england.eprney@nhs.net](mailto:england.eprney@nhs.net).

Thereafter, on at least a weekly basis, send only the update form to [england.eprney@nhs.net](mailto:england.eprney@nhs.net) until the outbreak is identified as being closed (as per PHE guidance, 28 days following the date of the last linked positive case in staff or patients).

If you have any questions about the above process, please send them to our Regional Covid 19 Incident Coordination Centre (noting from 2 November the ICC is transitioning into the Joint Regional Operations Centre) retaining the same email: [england.eprney@nhs.net](mailto:england.eprney@nhs.net)

With thanks for your continued support.