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Sent by email:

To Primary Care Contractors across East of England region

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Dear Colleagues

Re: Important information for reporting primary care staff deaths relating to Covid-19

As you will be aware, there have been an increasing number of outbreaks of Covid-19 in the East of England, including amongst primary care staff. We are sharing this guidance with you so that in the unfortunate and tragic event that a colleague in primary care dies, the process to report the death is clear. We appreciate you will want to support your staff and make sure everyone is safe. It is also important to report any deaths as it allows the NHS to understand the impact of COVID-19 on the NHS workforce. In the event a member of your staff dies following either confirmed or suspected Covid-19 infection can we please remind you that there is a formal process of notification, set out below that must be followed.

The details of the formal notification requirements are set out below with the relevant contact details. The responsibilities of primary care employers fall within points 1b and 2 and relates to, contract holders/partners, all employed members of staff, and any volunteers working with your service under a permissive contracted arrangement. Please ensure that this information is shared with relevant staff and that the reporting requirements are fully understood by you, as the employer, or your employing organisation.

Reporting Responsibilities:

1. The death of a primary care colleague (contract holder, employee or contracted volunteer) confirmed to be COVID-19 related or COVID19 symptomatic must be reported within 24 hours to NHSEI by email to england.HCWnotification@nhs.net. This provides a rapid process for notification of the death of a colleague to allow the NHS to understand the impact of COVID-19 on the NHS workforce. The reporting responsibilities are:
 - a) If the death occurs in an inpatient setting the death must be reported by the organisation where the death occurred.
 - b) If the death occurs outside of an inpatient setting, such as at home, the death must be reported by the colleague's employer or employing organisation. Reporting should be within the 24-hour timescale or as soon as practicably possible if notification of the death falls outside the 24-hour period.

The report must include:

- Job role/title
- Role of staff member
- Date of death

NHS England and NHS Improvement



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- Employer
- Place of death
- Gender
- Age
- Ethnicity
- COVID-19 confirmed or suspected

2. Next of kin, of the primary care colleague, should be provided the opportunity to give their consent to disclosing their details to the Department of Health and Social Care and NHSEI to authorise communication with them. Once permission has been received it is the responsibility of the employer or employing organisation to email the details of the deceased colleague and the contact details of their next of kin to covidnotify@dhsc.gov.uk. A link to guidance from NHS Employers is provided below and the guidance copied at Annex A.

<https://www.nhsemployers.org/-/media/Employers/Documents/COVID19/Processes-for-notification-flow.pdf?la=en&hash=8743C641E78E6ED27B32E81412F6DF94079E295A>

As the local commissioner we would also like to be informed so we can offer our support and assistance, so please ensure that you contact one of our relevant Contract Managers.

We thank you for your continued dedication and efforts to providing safe and effective primary care services during these difficult times.

Yours sincerely



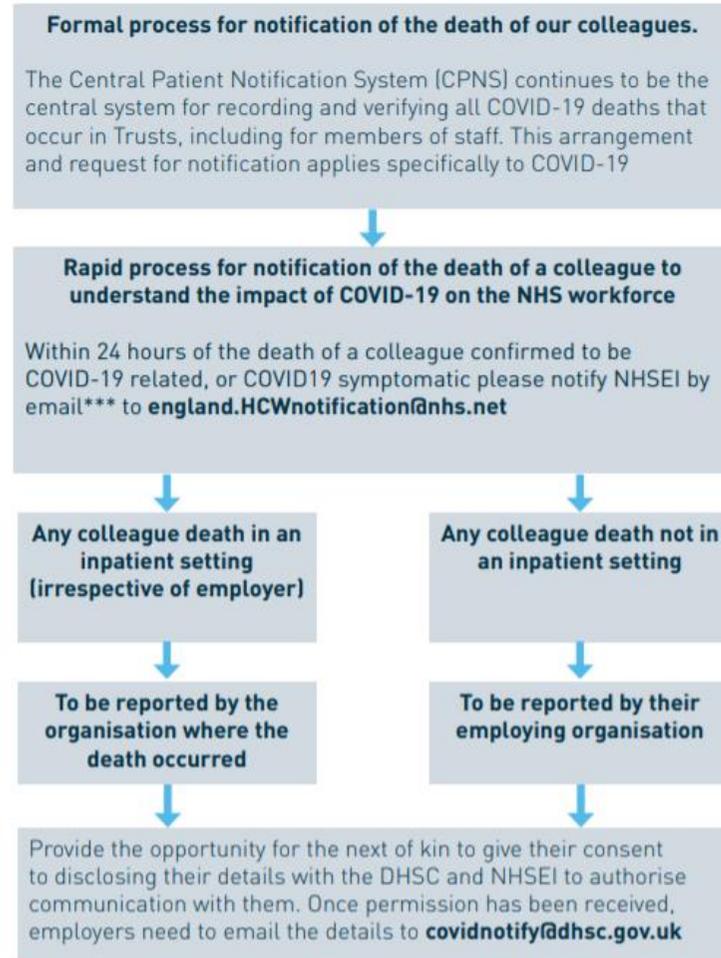
Rachel Webb
Director of Primary Care and Public Health



Annex A



PROCESSES FOR NOTIFICATION OF THE DEATH OF NHS COLLEAGUES TO NHS ENGLAND AND NHS IMPROVEMENT



Definition of a colleague

For the purposes of this process, the following staff groups are in-scope:

- a. Health Care Workers who die in their employing NHS trust or NHS organisation including Community, Mental Health, Ambulance Services and Ministry of Justice establishment. A Health Care Worker is considered to be an individual who delivers health care services either directly or indirectly.
- b. Subcontracted staff working in Health Care Worker roles in their host organisation
- c. Volunteers working under a permissive contracted arrangement in an NHS organisation who were working during the COVID-19 phase.
- d. Health Care workers who die in another NHS trust but were declared as a Health Care Worker
- e. Health Care Workers in the four pillars of primary care including clinical and administrative staff
- f. Employees of NHS England and NHS Improvement, Public Health England, NHS Blood & Transplant, Health Education England, other ALBs and Executive Agencies, CCGs and CSUs.

This may be challenging where you are not their employer and/or in cases where the death is in a community setting. Please do not allow the latter to delay the rapid notification unnecessarily and provide update(s) retrospectively if required.

