

## 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</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) ARHA/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

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