

Appendix A		
DATE	EVENT + NATIONAL/INTERNATIONAL RESPONSE	SPELTHORNE'S RESPONSE
2019		
31 December	A pneumonia of unknown cause detected in Wuhan, China was first reported to the WHO Country Office in China	Noted situation but Surrey Local Resilience Forum (SLRF) focus was on flooding at this point and SBC was watching the Thames
2020		
27 January		Surrey Local Resilience Forum received a notice about COVID-19 from Public Health England. Spelthorne started to review its Pandemic Flu plans.
30 January	WHO declare the outbreak a Public Health Emergency of International Concern	
31 January	First case of the new coronavirus disease in UK	Flooding still high on agenda and COVID-19 noted
10 February	The Health Protection (Coronavirus) Regulations 2020 come into effect in UK	Action taken to note and implement measures required
11 February	WHO announced a name for the new coronavirus disease: COVID-19 (CV-19)	Noted - Surrey focus was on impending Storm Dennis 15/16 February 2020
28 February	First case of CV19 in Surrey (Haslemere) Information imparted through health engagement that plans in place for national interventions	Spelthorne, through Applied Resilience, had participated since mid-February in weekly teleconferences on COVID-19. Focus at this point on number and spread of cases by NHS but guidance on self- isolation and welfare considerations put in place. Communications on guidance from Public Health England

		enacted.
12 March	UK moved from contain into delay phases.	<p>Dialing in to regular SLRF teleconference to understand Government direction and action required. Implementing guidance from Public Health England on delay phase.</p> <p>HR started to prepare welfare/mental health advice for affected staff. Initiated work on redeployment of staff in anticipation of demand.</p> <p>Communications ensured member updates were provided.</p> <p>Increased cleaning of offices and Council buildings.</p>
13 March		<p>First briefing note from Spelthorne Chief Executive sent to all Borough Councillors, County Councillors and MP.</p> <p>The Council cancelled all non-essential meetings for March and provisionally for April and May to protect the health, safety and well-being of staff and Councillors. In April the legal definition was published.</p>
16 March	UK ramped up of social isolation measures with Prime Minister announcement requesting people avoid pubs, bars, restaurants and clubs	Communications issued to staff in line with Government guidance and measures on hand-washing etc. issued.
17 March	Following advice from Government, NHS and Public Health England we advised staff aged 70 or older or under 70 with underlying	Staff with underlying health conditions advised to work

	<p>health condition (listed on Gov.uk website) or pregnant to stay at home (self-isolate).</p>	<p>from home immediately.</p> <p>All non-essential staff requested to work from home if possible.</p>
18 March	<p>Surrey launched its Coronavirus Helpline</p> <p>Posters displayed/website updated on advice about closure, customer service contacts and payments arrangements</p> <p>All staff Skype briefing held – with only socially distanced senior managers in Council Chamber. Weekly staff virtual briefing/meetings have been held since that date</p> <p>Briefing held for Cllrs on CV19 arrangements – weekly virtual briefings for Cllrs have been held weekly since that date</p>	<p>All SBC Day Centres closed to public.</p> <p>In order to restrict ‘non-essential’ contact, the Council Offices were closed to all walk-in visitors</p> <p>Teleconferences to discuss key issues including using the VSNS, mobilising community support and business continuity leading to setting up of Support4Spelthorne community hub.</p> <p>Established critical function list, so flagged top priority services if COVID-19 severely affected staff.</p> <p>Issued Capacity analysis form to staff to record their skills and availability for redeployment.</p>
19 March	<p>Government writes to LAs about setting up and delivering hubs to provide targeted support for those people at higher risk of severe illness from COVID-19 (shielded) - focus on providing access to food, medicines and other supplies in the first instance.</p> <p>Surrey declares major incident and sets up Strategic Coordinating Group (SCG) and associated cells to work on different aspects of the response.</p>	<p>Continued progress on Support4Spelthorne.</p> <p>Defined PPE requirements for staff in line with current guidance.</p>

20 March	Senior management meeting with Leader to decide on meetings to be cancelled.	Awaiting legislation from Government on virtual meetings (came into effect 4 April 2020)
23 March	<p>PM announces further measures to restrict the spread of COVID-19, implementing stringent social distance and business closure requirements. People required to stay at home unless:</p> <ul style="list-style-type: none"> ○ Travelling to and from work (where their work could not be done from home); ○ Shopping for essentials; ○ For medical needs, or ○ Undertaking exercise alone or with other members of their household. <p>All non-essential shops were required to close.</p> <p>Schools closed apart from those which were designated for the children of key workers and those who are the most vulnerable (including children with disabilities and those with Education, Health, and Care Plans).</p> <p>People within the population with serious underlying health conditions were advised to 'shield' themselves for a period of 12 weeks, staying home at all times and avoiding any face-to-face contact with members outside their household.</p>	<p>Identified key workers and issued staff with letters for schools.</p> <p>Issued staff with a letter clarifying they were essential workers needing to travel to and for work</p>
25 March	<p>Coronavirus Act 2020 received Royal Assent:</p> <p>(i) Gives government the powers to restrict or prohibit public gatherings, control or suspend public transport, order businesses such as shops and restaurants to close, temporarily detain people suspected of <u>COVID-19</u> infection etc.;</p> <p>(ii) Provides for measures to combat the economic effects of</p>	Guidance issued on shielding and initial structures - increased work on setting up local hub Spelthorne4Support to ensure needs of category A (shielded) residents met.

	<p>the pandemic;</p> <p>(iii) Formally postpones local elections originally scheduled for May 2020 and other elections (e.g. Police and Crime Commissioner)</p>	
26 March	<p>The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 enacted by the <u>Secretary of State for Health and Social Care</u> – the most severe restrictions on civilian life in England since <u>World War II</u>. Gave legal force to the <u>social distancing</u> rules announced by <u>Boris Johnson</u> during his televised address to the nation on 23 March 2020. Sets out powers of the police to enforce and fines which can be imposed.</p>	<p>Continued refinement of actions across Council to protect staff welfare and meet needs of the community - especially Category A (shielded) and Category B residents.</p> <p>Commenced free parking in SBC car parks for all NHS and Social Care staff.</p>
28 March		<p>Council continuing to work closely with the four food banks in the area.</p>
2 April		<p>Spelthorne suspends all Council moorings regulations in line with Government and EA advice for boats not to move during the current crisis except for urgent trips fetching water and pumping out etc.</p>
9 April		<p>Working together, the team at Spelthorne Borough Council and Spelthorne & Sunbury Leisure Centres have donated over-shoes for ITU at St Peters Hospital.</p>
15 April		<p>Spelthorne announced its virtual <u>#VEDay</u> celebration plans</p> <p>The Council has begun making payments to eligible businesses under the Government's Coronavirus business support grants programme. The Government has made £15 million available to small and medium sized businesses in Spelthorne.</p>

