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To: [Phelim Quinn](#)
Cc: [Mairin Ryan](#)
Subject: NPHEM COVID-19 Subgroup Vulnerable People
Date: Sunday 8 March 2020 15:48:54
Attachments: [NPHEM COVID 19 Subgroup Vulnerable Group Terms of Reference 06032020.pdf](#)

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A number of work programmes of an urgent nature are under way to support the National Public Health Emergency Team chaired by the Chief Medical Officer. A set of subgroups including NPHEM COVID-19 Subgroup Vulnerable People subgroup have been established. This subgroup deliverables will support the planning for our most vulnerable in society in dealing with the impact of COVID-19 for the coming period. See attached ToR. Susan Cliffe provided very positive engagement from HIQA at the first meeting which was held on Friday. I would be grateful for your consideration of allowing Mairin Ryan to work as near as full time as possible to support this work programme for a period of time. We understand that this will impact on current HIQA HTA team priorities.

Many thanks

Kathleen

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COVID-19 NPHEP Subgroup - Vulnerable People
04/03/2020

The **NPHEP Subgroup - Vulnerable People** will provide oversight and assurance with regard to the specific preparedness, measures and actions that need to be taken to protect vulnerable groups and individuals in society. An integrated cross government approach will be taken by the Subgroup.

The term vulnerable people is being used to include older people, people with a disability, mental health service users, those with an underlying illness or condition, children in care and those accessing social inclusion services (not an exhaustive list).

Services to vulnerable people are provided through a range of settings and are under the remit of a number of Government Departments. These settings include long and short-term care, primary care, respite, day services, prisons and youth detention centres, direct provision and care in individual homes (not an exhaustive list).

Terms of Reference

1. Identify categories of vulnerable people
2. Identify State Agencies responsible for service provision
3. Design a standardised checklist to provide assurance that measures are in place, updated in line with NPHEP directions, approved at appropriate senior level¹ and implemented. Such measures are likely to include:
 - Guidance for service users, families and staff
 - Communications plan
 - Compliance with data protection regulations
 - Preparedness plan to include containment measures; mitigation measures; hand hygiene, personal protective equipment (PPE) and waste management; environmental cleaning; patient/people placement where relevant - moving of patients/people in the facility, visitor access
 - Capacity Contingency Plan
 - Business Continuity Plan.
4. Establish communication processes for completed standardised checklist to the Subgroup
5. Design the Subgroup Assurance Framework
6. Agree Subgroup Modus Operandi
7. Report to NPHEP:
 - Progress Updates
 - Escalation of high risks as appropriate.

Membership Sub-Group

- Department of Health (Chair)
- Department Justice and Equality
- Department of Children and Youth Affairs
- Department of Housing, Planning and Local Government/ Local Government Management Agency
- Department of Education and Skills

¹ Responsibility to ensure that all content and actions are in line with NPHEP directions lies with the relevant Departments/Agencies.

- Department of Defence
- Department of Rural and Community Development
- HSE – Community Operations
- Public Health Specialist(s) (HSE)
- Voluntary Sector representative
- Patient Representative
- Regulator(s)
- Department of Health