

Clarification re Regulatory Notice regarding NF02 An outbreak of a notifiable disease (Communique no 8 update)

23 April 2020

Dear Provider and Person in charge,

The Chief Inspector issued a regulatory notice (Communique no. 8) to registered providers on 20 April 2020. The notice specifically relates to your obligation to notify the Chief Inspector of an outbreak of any notifiable disease via an NF02 notification. This communication is being provided to clarify what is required under that regulatory notice.

You are required to notify the Chief Inspector of a **confirmed or suspected** outbreak of COVID-19 in your designated centre. We have created a new simplified COVID-19 specific notification (NF02A), which you can use to notify us. This notification appears in portal as *[NF02] – COVID-19 Suspected or confirmed incidence*.

If you have previously submitted a COVID-19 related NF02, which remains active, you **should not** submit a further NF02A notification.

Scenario 1: I have already submitted an NF02/ NF02A – what should I do?

1. Go to draft notifications menu option in portal
2. Open daily update
3. Input figures into the four numeric fields
4. Submit notification

If you are unsure about previously sending us an NF02, check your notification history for active NF02 notifications. Please note that this update is required to be submitted each day that the notification remains active, whether the figures have changed from the previous day or not.

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Scenario 2: I have suspected or confirmed COVID-19 amongst the residents and/ or staff in my designated centre, but I have not submitted a NF02/ NF02A – what should I do?

1. Go to submit notification menu option in portal
2. Open [NF02] – COVID-19 Suspected or confirmed incidence
3. Input data into the four numeric fields
4. Submit notification

Tomorrow the daily update will be available for you in your draft notifications.

Scenario 3: There are no suspected or confirmed cases of COVID-19 amongst the residents or staff in my designated centre – what should I do?

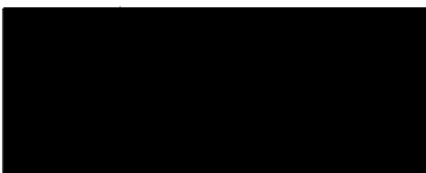
1. No action required at this time – please so not submit NF02/ NF02A

Portal is the safest and most reliable method for submitting the NF02A notification and providing your daily update. However, if you are unable to access the portal you can download the NF02A notification from the HIQA website, and submit it and the daily updates by email to notify@hiqa.ie.

Any queries can be addressed as follows:

- Portal related queries should be emailed to portalsupport@hiqa.ie
- Queries regarding the content of this communication can be emailed to registration@hiqa.ie and marked for the attention of the undersigned
- Regulatory queries should be addressed to your case holding inspector, as normal

Kind regards

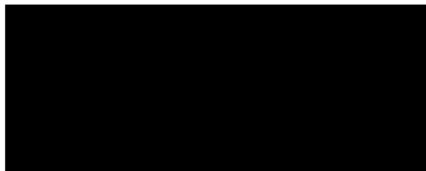


Bob Hennessy
Deputy Director of Regulation

Office of the Chief Inspector of Social Services

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