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Terms of Reference

GRAND MERCURE AUCKLAND MIF JOINT REVIEW

April 2021

Version: 0.5

Date: 21 April 2021

Created by: Managed Isolation and Quarantine, Technical Advisory Group (MIQ TAG) and the Advisory and Planning group, COVID-19 Directorate, Ministry of Health.

Approved by: Megan Main, Sue Gordon

Endorsed by: Jane Kelley, Shayne Gray

1. Purpose

This Terms of Reference commissions a team to conduct a joint review after confirmation of a genomic link between returnees at the Grand Mercure Auckland MIF, which indicated in MIF transmission.

The index case arrived on 6 March 2021 s 9(2)(a) [REDACTED]. They were genomically linked to three other cases from the flight. They were also genomically linked to the secondary case at Grand Mercure MIF. The secondary case arrived on 8 March s 9(2)(a) [REDACTED].

The index case was staying in s 9(2)(a) [REDACTED] at the Grand Mercure and the secondary case was staying in s 9(2)(a) [REDACTED] (the room directly below). The index case returned a Day 12 positive test on 19 March after a previous negative test result. The secondary case returned a Day 12 positive test on 21 March after two previous negative test results. The index and secondary cases were transferred to Jet Park on 20 March and 22 March respectively.

A breach involving the secondary case going for an offsite managed isolation walk (MIW) via bus occurred on Sunday 21 March. This was the result of a procedural failure in that the case's blue band was not removed after reporting symptoms. This led to 14 other returnees on the bus being considered close contacts and being required to stay another 14 days in managed isolation.

The team is tasked with reviewing the circumstances surrounding the two linked positive cases and determining what, if any, improvements can be made to the MIQ system to reduce the likelihood of cases occurring in MIQ returnees in the future. This will include improvements relating to the MIW breach.

An assessment methodology, consolidated review report and an action plan with progress indicators and recommendations will be coordinated with MBIE. The report may be made available for Ministers and subsequently the public in the future.

2. Responsibilities

The team will have responsibility for undertaking a holistic review whilst maintaining the privacy of the individual(s) involved. The following general factors will be addressed:

- Environment – including physical space, ventilation, IPC for physical environment
- Equipment – including correct PPE, equipment being maintained, appropriate training in the use of PPE is available
- People – evidence of IPC practices, language or communication issues, near-misses, physiological factors (e.g. fatigue), were the returnee's movements appropriately managed was the worker appropriately trained and monitored

- Policies and procedures – are the current policies appropriate and whether new ones are needed. We will review the risk management, quality control and assurance and include the arrangements for MIW.
- Organisation and MIQ system – organisation culture, communications and supervision and oversight.

The following is out of scope for this review:

- Recommendations that sit outside of MBIE and MoH mandates
- Health and welfare checks
- Returnees feedback or experience
- Vaccine delivery procedures
- While recommendations are specific to the Grand Mercure Auckland, they may apply more broadly to the managed isolation facility system

3. Membership

The Joint Review Team will be established on 21 April 2021 and comprises of the following members:

NAME & ROLE	ORGANISATION	ROLE IN REVIEW TEAM
Aoife Kenney Chief Advisor, Advisory and Planning	COVID-19 Health System Response Directorate, Ministry of Health	Team leader
Kristen Davison Senior Advisor, Advisory and Planning	COVID-19 Health System Response Directorate, Ministry of Health	Reviewer
Tina Bogaard	Senior Quality Assurance Advisor, MIQ Ministry of Business, Innovation and Employment	Reviewer

The following individuals may be invited to participate and provide input into the review:

- Auckland Regional Public Health
- General Manager, COVID-19 Response, Ministry of Health
- General Manager, Border and Managed Isolation, Ministry of Health
- General Manager Operations, Managed Isolation and Quarantine, Ministry of Business, Innovation and Employment

- Lead, Auckland Region Isolation and Quarantine Coordination Centre, ARIQCC
- Ventilation experts

4. Key inputs into review

- MBIE Rapid review of incident (March 2021)
- MoH review of MIW protocols in Auckland (15 April 2021)
- Infection Prevention and Control Audits (December 2020 and March 2021)
- Desktop ventilation findings
- Onsite initial ventilation findings (31 March 2021)
- Full ventilation assessment findings (due 19 April 2021)
- ARPHS Source Investigation
- MoH COVID-19 Directorate/MBIE MIQ Risk Register
- Relevant Standard Operating Procedures (SOPs) and other relevant guidance
- Relevant Orders and other legal documentation
- MIQ Technical Advisory Group –to provide advice or technical guidance to support the reviewers
- Clinical and Operational Governance Group (provide independent technical peer review)

5. Key Dates

Date	Activity
21 April 2021	Terms of Reference signed off and Joint Review Team established
21 – 22 April 2021	Gathering documentation, scoping and developing methodology
16 March 2021	Note: IPC Audit findings completed
6 April 2021	Note: ARPHS source investigation completed
22 April 2021	Verification of report findings and report writing
	Communications pack and cover briefing drafted to support the possible release of the report
23 April 2021	Cover briefing, draft report and communications pack provided to MBIE and MOH for review
27 April 2021	DCE COVID-19 Health System Response MoH and Deputy Secretary MIQ MBIE sign-out
29 April 2021	DG Health and CE MBIE sign-out

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30 April 2021	Cover briefing, final report and communications pack provided to Ministers
TBC May 2021	Provide for information to: <ul style="list-style-type: none">• Clinical and Operational Governance Group independent technical peer review (COGG) Provide for operationalisation to: <ul style="list-style-type: none">• MIQ TAG• Risk and Quality Group for MIQ
TBC May 2021	Report publicly released (pending decision)