

# Death of a person in relation to COVID-19 infection\* (updated 18 August 2022)

## Introduction

In order to minimise the risk of the whānau of a person who has died during their COVID isolation period being contacted for follow up, we have developed a process for notifying the relevant agencies of the death as rapidly as possible. This process is in addition to the usual legislative processes that are required when a person dies.

This document lays out the:

1. **Process for relaying information** from authorised sources via the COVID-19 Integrated Coordination Centre (ICC) to the appropriate health support and records staff
2. **Special advisory of 18 August 2022** to authorised sources (NZ Police, health providers, aged care facilities and others) of the process to follow and form to use
3. **Te Whatu Ora Waikato notification form (updated)** to be used by an authorised source to notify Te Whatu Ora Waikato of the death of a person in relation to COVID-19

\*As of 10 March 2022 the Ministry of Health requires all Covid-19 related deaths to be reported. This includes:

1. A person who has died within 28 days of being a Covid-19 case: independent of cause of death
2. A person for whom Covid-19 was the underlying cause of death (irrespective of when the death occurred)
3. A person for whom Covid-19 contributed to their death (irrespective of when the death occurred)

## Process for relaying information

The following process is in addition to the usual legislative processes that are required when a person dies.

### Current amendments

The main update in this Directive of 18 August 2022, is that the title of the form has changed. The process itself remains the same.

### Rationale for this specific process

There is the need for prompt relay of the information that a person has died. This is to reduce the risk of a caller/provider trying to make contact and then learning of the death from the bereaved whānau.

As people and whānau who are in the active COVID period are being contacted frequently, it is vital that this information is relayed rapidly (but still using an approach that only informs people who need to know).

### Designated role

A designated role was created within ICC to inform the agencies that would otherwise be making regular contact with a person isolating due to COVID, that that person has died.

### Steps

1. Inform ICC to initiate the process.  
The following authorised sources will use the form 'Death of a person in relation to COVID-19 infection' (see final page) to inform ICC by email using the subject line 'Notification of death –[NHI]' (noting that NZ Police do not have access to NHI):
  - NZ Police;
  - General Practitioner;
  - Te Whatu Ora clinical teams;
  - Aged care facility manager or Relationship Manager for Older Persons within Strategy and Funding;
  - Hospice Waikato; and/or
  - Authorised representative of another Te Whatu Ora region
  - Mortuary

2. ICC to check the National Contact Tracing System (NCTS) record to note if the person is being supported by a Care in the Community Hub.
3. ICC to tick the deceased box on the National Contact Tracing System (NCTS).
4. ICC to inform the lead of the relevant Care in the Community Hub (and cc Manu Kahaki, Māori and Pacific Strategy Manager – COVID Directorate; Senior Service Delivery Manager, Manu Kahaki – COVID Directorate; and carecoordinationhubsupport@waikatodhb.health.nz) that the person has died if that person was being supported by a hub.
5. ICC to forward the notification email to health.protection@waikatodhb.health.nz with the attachment (the completed 'Death of a person in relation to COVID-19 infection' form) informing that the person has died
6. Health Protection to advise PHU team as necessary and amend EPISURV accordingly, thereby informing the Ministry of Health.
7. ICC to forward the notification email with the attachment (the completed 'Death of a person in relation to COVID-19 infection' form) to PCRU@waikatodhb.health.nz
8. PCRU to inform GP (if GP had not been the sender of the information), the emergency provider (if applicable) and Marangai Areare.
9. ICC to forward the notification email with the attachment (the completed Death of a person in relation to COVID-19 infection' form) to mortuary staff at Mortuary@waikatodhb.health.nz
10. ICC to email Clinical Records to request that the death is registered on iPM.
11. Clinical Records to register the death on iPM.
12. ICC staff member responsible for the process will remove the original notification from the ICC inbox and will file all emails related to this death in a separate folder.

## Risks

Risk	Mitigation
The information provided to ICC is incorrect and the person has not died	<p>Only information provided by authorised sources (i.e. NZ Police; general practitioner; Te Whatu Ora Waikato ward staff and Emergency Department; aged care facility manager or Relationship Manager for Older Persons within Strategy and Funding; Hospice Waikato; mortuary) will be accepted for initiating the process.</p> <p>Information from other sources will not be acted upon (although it will be reasonable to check with the relevant contact – i.e. NZ Police for community and Te Whatu Ora Waikato ward for hospital death).</p>
The deceased person is known to an ICC staff member.	<p>The subject line will not include the name of the deceased.</p> <p>Once the actions have been completed, the staff member responsible for the process outlined will remove the email from being visible in inbox.</p>
Although this process has been developed to reduce further distress, families may be offended that the accepted hierarchy of informing people who need to know that a person has died, is not adhered to.	<p>Recommend that a general reminder is sent to all Te Whatu Ora Waikato staff that staff are not permitted to view the health records of anyone unless it is relevant to their current role.</p>

Special advisory 18 August 2022

## Notifying Waikato DHB of a death in COVID-19 isolation - **UPDATE**

Further to our special advisories of 18 March 2022 and 7 April 2022 which explained the introduction of a new process for rapidly notifying the relevant agencies of a death in relation to COVID-19, we have updated the form.

The major change is that the title of the form has changed to "Death of a person in relation to COVID-19 infection".

The parameters for inclusion for reporting deaths to the Ministry of Health remain the same and these are:

1. A person who has died within 28 days of being a Covid-19 case: independent of cause of death
2. A person for whom Covid-19 was the underlying cause of death (irrespective of when the death occurred)
3. A person for whom Covid-19 contributed to their death (irrespective of when the death occurred)

The process itself also remains the same. If you are reporting a death, please complete the updated form (Version 3, 18/08/2022) and forward it as soon as possible to ICC at **CSIQService@waikatodhb.health.nz**

Please use the subject line '**Notification of death - [NHI]**' (noting that NZ Police do not have access to NHI) and so will use subject '**Notification of death**'.

Thank you very much for your ongoing support of this process.

### Ngā mihi

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## Death of a person in relation to COVID-19 infection

### Te Whatu Ora Waikato notification form (updated 18 August 2022)

Date (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In order to minimise the chance of the whānau of a person who has died during their COVID isolation period being contacted for follow up, we have developed a process for notifying the relevant agencies as rapidly as possible, of the death. The Integrated Coordination Centre (ICC) will notify relevant providers including the GP, the Care in the Community hub and Te Whatu Ora Waikato – who will inform the Ministry of Health.

**Please note:** the process of informing CSIQ is in addition to the usual legislative processes that are required when a person dies. The completion of this form is required when:

1. A person who has died within 28 days of being a Covid-19 case: independent of cause of death
2. A person for whom Covid-19 was the underlying cause of death (irrespective of when the death occurred)
3. A person for whom Covid-19 contributed to their death (irrespective of when the death occurred)

Please complete the following and email to [csiqservice@waikatodhb.health.nz](mailto:csiqservice@waikatodhb.health.nz). Please use subject line **Notification of death-[NHI]**. Please do **NOT** include name of deceased in subject line.

#### Details of deceased

Name of person: \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of death (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Usual address: \_\_\_\_\_

Where was the person when they died?  Hospital  ARC  Home  Other

(If other please give details): \_\_\_\_\_

#### For clinicians and/or health/aged care facilities (please complete if known)

NHI: \_\_\_\_\_

Date of positive test (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Type of positive test: \_\_\_\_\_

Reason for test:  Symptomatic  Contact of a case  Surveillance testing  Post mortem test

Other (please specify): \_\_\_\_\_

Was case symptomatic?  Yes  No    If yes, date of symptom onset \_\_\_\_\_

List symptoms: \_\_\_\_\_

Was the person admitted to hospital during their COVID illness?  Yes  No    If yes,

a. Hospital name/ward: \_\_\_\_\_

b. Date of admission to hospital: \_\_\_\_\_

c. If discharged before death, date of discharge? \_\_\_\_\_

Did the patient have co-morbidities that may have contributed to the death?  Yes  No

If yes (please specify): \_\_\_\_\_

Details of person informing ICC: \_\_\_\_\_

Name of person: \_\_\_\_\_

Agency/organisation/ward: \_\_\_\_\_

Phone number: \_\_\_\_\_