[*Date*]

[*State how delivered: e.g. By Hand OR By 1st Class and Registered Post*]

PRIVATE & CONFIDENTIAL

[*Name/address*]

Dear [*name*]

**Mandatory vaccinations for frontline health and social care services**

As you may have seen recently, the government is proposing to introduce new legislation, the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) (No. 2) Regulations 2021 (the “Regulations”), that will affect who can be deployed to patient/service-user-facing roles to provide CQC-regulated activities.

These Regulations will apply equally across the public (NHS) and independent health sector and will require workers aged 18 and over who have direct, face-to-face contact with service users to provide evidence that they have received a complete course (currently two doses) of a Medicines and Healthcare products Regulatory Agency (MHRA) approved COVID-19 vaccine, subject to limited exceptions, by no later than **1 April 2022**. This will include frontline workers, as well as non-clinical workers not directly involved in patient care but who nevertheless may have direct, face to-face contact with patients, such as receptionists, ward clerks, porters and cleaners. After an assessment across the service, your role will be caught by the new Regulations.o

Therefore, we are asking that you confirm your individual vaccination status and/or intentions of receiving the vaccine by [*date*] in order that we can plan ahead.

From 1 April 2022, if you cannot prove that you are vaccinated or medically exempt, you may be unable, for legal reasons, to continue to work in or carry out certain aspects of your current role. Employee dismissals are a last resort and we will consider all other options first, for example whether you can be redeployed to an alternative role, or your role be varied so that you no longer need to be provide evidence of vaccine status. However, without knowing what your vaccine status is, this makes it very difficult to properly consider your situation.

Therefore, so that we can understand the impact the new Regulations will have on us and your ability to undertake your role from 1 April 2022, please let [*name*] know as soon as possible and by no later than [*date*] whether:

* You have received a 1st COVID vaccination;
* You have received a 2nd COVID vaccination;
* You have a pending COVID vaccination appointment;
* You are medically exempt from COVID vaccination;
* You have been unable to book COVID vaccination;
* You will not receive the COVID vaccination; or
* You would prefer not to say.

If you have received both doses of a COVID-19 vaccine, we will require evidence of this. The following forms of evidence will be acceptable:

* The NHS COVID pass, or equivalent from NHS Scotland, NHS Wales or the Department of Health in Northern Ireland; or
* The EU Digital COVID Certificate; or
* The Centers for Disease Control and Prevention vaccination card; or
* A certificate in English, French or Spanish issued by the competent health authority which contains:

a) Your full name;

b) Your date of birth;

c) The name and manufacturer of the vaccine that you received;

d) The date that you received each dose of the vaccine; and

e) Details of either the identity of the issuer of the certificate or the country of vaccination, or both.

Please note that NHS appointment cards cannot be used as proof of vaccination status.

If you are medically exempt, evidence of this will also be required via the NHS COVID Pass. If you think this applies to you, please speak to [*name*].

There is a lot of information about the various vaccines on the government and NHS websites, but if you would like to discuss this at all, please speak to [*name*], who will be able to provide you with any information you need. In addition, if you are concerned about having the vaccine, speak to your own GP.

It’s important to note that in order to be fully vaccinated by 1 April 2022, you will have to have received your first dose by **3 February 2022**. Failing to do this without providing acceptable evidence of being medically exempt will mean that you cannot be deployed into patient/service-user-facing activities from 1 April 2022.

We consider the request of this data to be reasonable in order to allow us to plan ahead and comply with our legal obligations as set out above.

If you have any queries in relation to this letter, please do not hesitate to contact me.

Yours sincerely

[*Name*]

**Data protection**

We will retain confidential records of vaccinations and medical exemptions securely. We will keep a record of the vaccination status.

We will adhere to strict guidelines of confidentiality when handling employees’ medical information relating to vaccination.

Employee vaccination information collected by Us will be treated as sensitive personal information in accordance with our Data Protection Policy and will be retained securely and for no longer than is necessary.