**Template letter for use by staff who are clinically extremely vulnerable**

**Please adapt as needed.**

[date]

Dear [add name]

I’m writing regarding my personal position in relation to coming to work on campus.

I’d like to draw your attention to the fact that I am in the category of “clinically extremely vulnerable”.

*[Insert here an explanation of your personal circumstances in relation to the appropriate clinically extremely vulnerable group or in relation to the fact that you have a letter/notification telling you that need to shield.]*

Please note that since 20 December 2020 the [government has advised](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) that employees in this category “…are strongly advised to work from home because the risk of exposure to the virus in your area may be significantly higher. If you cannot work from home, then you should not attend work.”

Given this situation I’d like you to agree that I will be able to work from home at least until these restrictions are removed and the possibility of infection has significantly reduced. If/when you’re planning for me to return to the workplace, please let me know the reasons, including a copy of the risk assessment and, where appropriate, the equality impact assessment in relation to my position.

Best wishes,

[Your name]