**CONTACTING YOUR EMPLOYER**

*Use the template letter below to write to your employer if you need to.*

Dear [add name]

I am writing regarding your planning from September onwards, your risk assessment regarding staffing matters in particular, and my own position.

I would like to draw your attention to the following matters, which I would like you to consider when you are looking at staff availability and my role following wider opening:

[Insert information regarding your personal position, using the advice in the joint union guide]

I would like you to agree that, given these circumstances, I will be able to continue to work from home and confirm to me that that will be the case.

If you propose to require me to return to the workplace, I would be grateful if you let me know the reasons (including a copy of the risk assessment and where appropriate the equality impact assessment relating to my position) for that request.

With best wishes.

[Your name]