Company Letterhead

Employee name/Home address

Employee number: xxx

Employee job title and department

[Date]

**Coronavirus controls: Requirement of [Company name] (the “Company”) for you to attend the [*insert site details*] to undertake your work.**

Dear [*Employee name*],

As you are aware, on 19 December 20XX, HM Government announced the introduction of a fourth-tier alert level in areas of England where the rate of Covid-19 infection is at its highest. The Company takes this matter very seriously.

The applicable restrictions require certain non-essential businesses to close, but the Government has expressly confirmed that other businesses may remain open. The Company is not required to close, and our operations are continuing.

In Tier 4 areas, people are only permitted to leave home if they have a ‘reasonable excuse’, one of which is to attend work, where working from home is not possible.

Your [home is / workplace is / home and your workplace are both] located in an area currently categorised as Tier 4. Your role involves [*insert details*]. It is not possible for these operations to be conducted remotely at home. The Company has therefore concluded that your job cannot be undertaken from home and must be undertaken at [*insert* *site details*].

This letter may be used as evidence if you are requested to produce it to any law enforcement authorities. Please keep a copy of this letter with you when travelling to and from [*insert site details*] [together with your Company identification badge].

Your attendance at work will require your continued adherence to the Company’s previously announced procedures concerning Covid-19 and applicable safety measures.

Please remember that you must self-isolate and not travel to or attend work if you or anyone in your household or support bubble have tested positive for or are displaying symptoms of Covid-19, you have been told to self-isolate under the NHS test and trace programme, or you are subject to a self-isolation quarantine period on return from overseas travel. If you are required to self-isolate and the self-isolation period coincides with a period when you would otherwise be at work, you must inform us as soon as reasonably practicable. If you seek to attend the workplace when you should be self-isolating, you will be refused entry and you may face disciplinary action. You may also be breaking the law if you ignore the rules on self-isolation.

If you have any questions in relation to this letter, please contact [*insert details*].

Yours sincerely

[Name, Position]