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| [GP Surgery][First address line] [Second address line] [Town/city] [County Postcode] | T [000 000 0000]F [000 000 0000] |
|  |

[Date]

Dear [insert name]

The Partners at Sheerwater Health Centre are aware that many staff have been discussing the significant changes that are soon to be mandated following the amendment to the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, and specifically, in

regards to the need to be fully vaccinated against COVID-19.

Therefore, we felt that it was necessary to advise you in writing, and to explain how this change may affect you.

**Requirement**

After 1st April 2022, it becomes a legal requirement for all persons who are employed in healthcare within England, and who are engaged in a CQC regulated activity, be it face-to-face or otherwise, to have had their full course (as per the current Government requirements) of the coronavirus vaccine

The reasons behind this amendment to the Act are to:

* Protect all those who use health and care services, many of whom are vulnerable
* Protect workers themselves by increasing vaccination rates
* Help reduce COVID-19 related sickness absences

[Insert name and role] will discuss this matter with you, and during this discussion you will need to provide evidence of your COVID-19 vaccination status. Evidence needs to be any of the following:

* The NHS COVID pass, or equivalent from NHS Scotland, NHS Wales, or the Department of Health in Northern Ireland
* The EU Digital COVID Certificate
* The Centers for Disease Control and Prevention vaccination card
* A certificate in English, French or Spanish, issued by the competent health authority, which contains:
* Full name
* Date of birth
* The name and manufacturer of the vaccine that the individual received
* The date that each dose of the vaccine was received
* Details of either the identity of the issuer of the certificate or the country of vaccination, or both

It should be noted that an NHS appointment card(s) cannot be used as proof of your

vaccination status.

**Exemptions to this mandated requirement**

Should you not be able to have a COVID-19 vaccine due to having an exemption, then this is to be discussed with the [Practice Manager]. At this discussion, you will also be required to

provide evidence of your exemption.

The exempting categories are:

* Under the age of 18
* Clinically exempt
* Exempt due to a short-term medical condition (if pregnant, this exemption expires 16 weeks following the birth of your child, as this will allow you to be fully vaccinated by that time)
* Have taken part, or are currently taking part, in a clinical trial for a COVID-19 vaccine

Following confirmation of any exemption, both a risk assessment and equality impact

assessment will be undertaken to ensure that any potential exacerbation that may be caused by not having the COVID-19 vaccine is reasonably mitigated and managed.

Should there be any concerns, then these are to be discussed with any of the partners, or the [Practice Manager].

**Timescales**

Current governmental guidance states that there is to be an eight-week period between the first and second dose of the COVID-19 vaccine. Therefore, should you not have had your first dose by 3rd February 2022, you will not be able to have your second before the

deadline, i.e., when the new regulation comes into force on 1st April 2022.

This is a legal requirement that is being enforced on every CQC registered provider of healthcare in England and, as such, will also form part of the regulatory process. It has

already been confirmed by the CQC that it will be a requirement to demonstrate having an effective staff immunisation process in place.

Therefore, if you have not already done so, you are strongly advised to act upon this immediately, and become fully vaccinated prior to the 1st April 2022 deadline. Failure to meet any of the above criteria by this date may result in the termination of your contract at Sheerwater Health Centre, as this organisation will not be able to justify, nor allow your continued employment past this date. Any dismissal will, of course, follow a fair process including consideration of alternative work. However, if your position cannot be re-deployed for any longer-term period, this cannot be a feasible consideration.

People on long term absence from work, such as maternity, shared parental leave or sickness absence, will not be in scope unless and until they return to having any face-to-face contact (which would include one off visits such as Keeping in Touch (KIT) days).

We know that, should this affect you, this is likely to be concerning. As such, please do not hesitate to bring your concerns to any of the partners or [insert name and role] as soon as possible, so that they can be further discussed.

Further reading surrounding this can be sought from:

* NHS England guidance [*Vaccination as a Condition of Deployment (VCOD) for Healthcare Workers*](https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2021/12/C1470-vcod-for-healthcare-workers-planning-and-preparation-guidance.pdf)dated 6 December 2021
* [The Green Book 14a](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1045852/Greenbook-chapter-14a-11Jan22.pdf) which details clinical exemptions

Yours sincerely,

[GP Partner/s, Lead GP/GPs, Practice Manager on behalf of the partners, Name]

[Position/title]