Dear Colleague,

As I have not yet seen evidence that you have had either one or both vaccines, I am writing to inform you that we will now begin a consultation process. As you are aware the UK Government have mandated that all people working in care homes in England must have received both doses of the COVID-19 vaccine before 11 November 2021.

I have arranged a meeting for us at [time] on [date]. The purpose of the meeting is to establish which of the following situations applies to you and to confirm next steps as appropriate:

1. If you have already had one or both vaccines it is important you provide the evidence of your vaccinations at this meeting, this can only be by way of the a) NHS App, b) NHS Website or via c) a NHS COVID Pass letter. Further details can be found in Section 5 of the following: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1008550/coronavirus-covid-19-vaccination-of-people-working-or-deployed-in-care-homes-operational-guidance.pdf>
2. If you believe you have a valid medical reason which exempts you from having the vaccine you will need to complete a self-certification letter which we can discuss further at our meeting.
3. If you have not had, or do not intend to have both vaccinations then our meeting will be to discuss your individual circumstances and the potential impact of your decision on your future employment.

There is still time to receive your vaccination(s), if you have not yet had your first or second vaccine please consider booking a vaccination appointment using the NHS booking service:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/>

I would like to reassure you that having the vaccine is safe and will protect the health and wellbeing of our residents and your families and colleagues alike. By choosing to have the vaccine, you will secure your future in the care home sector in which you make a huge difference to the lives of people every day.

Regardless of your situation or decision, you must attend the above meeting in order that we can plan the way forward in respect of your individual circumstances. If you are unable to attend the meeting at the scheduled time then it is important that you contact me to arrange a suitable alternative time for us to meet.

Your sincerely,

Home Manager