Dear [employee]

**MANDATORY COVID19 VACCINATION**

Further to my letter of [date], I am writing to provide you with an update on the NHS Covid Pass System for medical exemptions.

Self-certification received: Thank you for returning the form to self-certify your exemption. This form will act as proof of your exemption on a temporary basis.

Self-certification not received: In the first instance you are required to complete and return the enclosed form to self-certify your exemption. This form will act as proof of your exemption on a temporary basis.

I can now confirm that the NHS COVID Pass System came into effect on 1 October 2021. You will need to apply for a formal medical exemption through that process as your temporary self-certification is only valid for 12 weeks after the NHS COVID Pass system was launched. You must now therefore provide COVID Pass by no later than 23 December 2021. If you fail to provide a COVID Pass you will no longer be able to work for [employer] beyond this date.

Please find enclosed guidance on how to obtain a COVID Pass. The application process can take 3-4 weeks to complete so please do not delay in making this application, for this reason I would also advise that you collect as much evidence as you can during the application process, this may include:

* A screenshot confirming the date that you contact the NHS COVID Pass service.
* A timestamped photograph of the envelope including the postmark and blank application form.
* A receipt or other evidence of you submitting the form to your GP/Consultant/Specialist.
* Dates/time of any other phone calls or appointments in relation to your COVID Pass.

Please keep me updated on your application progress especially if you should have any problems in obtaining a COVID Pass and I will do all that I can to support you.

I have provisionally arranged for us to meet on [date] at [time]. I will write to you again a week before to confirm this meeting should you have not provided a COVID Pass by that time. You will have the right to be accompanied at this meeting and you should be aware that the outcome of this meeting may be your dismissal with notice.

Yours sincerely

Registered Manager

## How to apply for and receive your COVID Pass medical exemption

1. Phone the NHS COVID Pass service on 119 to ask for an NHS COVID Pass medical exemptions application form. The call handler at the NHS COVID Pass service will ask you some questions. You will need to give:
   1. your name
   2. your date of birth
   3. your NHS number (if you know it)
   4. the name of your GP and/or specialist clinician
2. If you’re eligible to apply, you’ll get an application form by post. You should not ask your GP for an application form. If you do go to your GP before you get your application form you’ll be asked to call the NHS COVID pass service on 119.
3. Return your application form to the GP or relevant clinician stated on the form. Your application will be clinically reviewed by your doctor, specialist or midwife. Your GP, specialist or midwife may ask to speak with you if needed, but you won’t need to book this when you submit your application.
4. You’ll automatically get the results of your application by post 2 to 3 weeks after applying. You don’t need to contact your GP or the clinician reviewing your exemption unless they ask you to contact them.
5. If you get a medical exemption you can use the domestic NHS COVID Pass wherever you need to. The pass won’t show others that you have a medical exemption, just that you have the NHS COVID Pass.