

|  |  |
| --- | --- |
|  | Lincolnshire County Council  Orchard House  Orchard Street  Lincoln  LN1 1BA  XX January 2021 |

To whom it may concern,

**Re: Covid-19 Essential Key Worker Status**

**[Insert company name]** has provided this letter to their staff member because they work for a company which provides;

* Essential homecare services to older or disabled people;
* Care in a Care Home setting; or
* Services to other vulnerable members of Lincolnshire.

Adult Social Care services are part of the wider network of social care organisations.  They have been confirmed by Government as one of the groups acting as an essential partner to our National Health Service (NHS) in combatting COVID-19.

The bearer of this letter should therefore be regarded as a key worker, whose role is essential for the UK’s response to COVID-19, in line with Government statements.  This is because they are:

* A member of the front-line social care workforce, or
* A volunteer undertaking similar work; or
* A member of staff whose role is essential in supporting front-line social care workers to undertake their role.

**Confirming staff member's identity:**

Staff usually carry an identity card or badge with them, and you may ask the bearer of this letter to produce their badge to confirm their identity.

However, there are circumstances where staff may not have been issued with an identity badge, or they may not have it with them today.

In which case you may verify their identity by telephoning **[insert telephone number]** during our office hours, which are:

* **[Monday to Friday: XX am to XX pm]**
* **[Saturday: XX am to XX pm]**
* **[Sunday: XX am to XX pm]**

**[Outside these times, our on-call service can be contacted by telephoning XXX XXXX XXXX].**

In making this request, we recognise that we are asking you to place your trust in us and our workforce.  We have asked everyone who has received this letter to use it responsibly and not to share it with anyone else.

Anything you can do to support members of the social care workforce during COVID-19 is truly appreciated.

Yours sincerely,



Glen Garrod

Executive Director of Adult Care and Community Wellbeing