

## **Principals**

**Dr M Greenwood  
Dr A Khan**

## **Non Principals**

**Dr N Charkin  
Dr S Brydie  
Dr J Skipp  
Dr S McCullough  
Mrs S Rosine (Physician  
Associate)**

## **Courtyard Surgery**

**London Road  
Horsham  
West Sussex  
RH12 1AT  
Tel: 01403 330320  
www.courtyardsurgery.com**

**Dear Employer**

Your employee has been following current Government and/or Public Health advice related to the Covid-19 pandemic because they have a condition that places them at increased risk of complications if they contract coronavirus. Specifically, this is because:

They are following government advice for **stringent social distancing** as they have a qualifying condition as defined here: <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

**This means they should only leave the house for essential needs, food, health reasons or work (if they cannot work from home)**

They have received a **letter from the government** advising them they need to practice shielding as they have a qualifying condition making them extremely medically vulnerable, as defined here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

**This means they should not leave the house.**

Please note the employee falls into one of the above groups and has printed this template letter from our practice website. Due to the current pandemic and pressure on general practice, we are prioritising the urgent medical needs of our patients.

Further information for employers is available on the government website

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19> There is also useful

information on how to support employees on the ACAS website here:

<https://www.acas.org.uk/coronavirus>. If further medical assessment is required to assess ability to work during this time this needs to be arranged through an occupational health organisation.

By law employers may use their discretion around the need for medical evidence if an employee is absent from work due to a medical reason. We would ask you to apply this discretion to help support NHS general practice provide care for our population rather than being asked to fulfil unnecessary administrative tasks.

If you require a further letter from your employee's GP confirming that they are at increased medical risk then as their employer you will be required to pay a fee of £20 payable by cheque to Courtyard Surgery or by BACS, for this administration work.

We will need the below consent form signed by your employee that they give permission to disclose their medical information.

Many thanks for your assistance during this challenging time

Courtyard Surgery

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**To be completed by the Employer**

Name of Company.....

Name ..... of  
employer.....

Signature ..... of  
employer.....

Position  
.....

Date.....  
..

Fee £20 to be paid by cheque (no cash payments) or BACS

**To be completed by the Employee**

I give Courtyard my permission to confirm in writing to my employer that I have a qualifying medical condition which puts me at an increased risk due to the COVID -19 pandemic, as advised by the Government.

Patients full name .....

DOB .....

Patients signature .....Date.....

Please email/post the completed form to [hscg.courtyard.admin@nhs.net](mailto:hscg.courtyard.admin@nhs.net) and the patient will be contacted when the letter has been actioned by the Doctor.