Name/Address

Dear [Insert name of Line Manager/Education Manager/cc UCU rep]

After taking advice from my trade union and consulting the government’s guidance on vulnerable people, which can be found 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> I believe that I should avoid attending the prison education department at this time, and until the advice changes.

I have [insert condition/illness]/ [or] live with someone who has [insert condition/illness] and believe that the responsible thing to do to protect myself and precious NHS resources is to avoid all unnecessary contact. I, however, remain happy to work from home on appropriate work/projects.

I assume, since I am following government guidance, that I will not suffer a detriment for this decision, and will therefore remain on full pay.

Yours sincerely,

[Insert name here]