Dear Employer

This is to confirm that your employee XXXX is currently living with a person who has been identified as high risk for a serious outcome were they to contract the COVID-19 virus. We are therefore requesting that every effort is made to provide XXXX with a COVID secure environment for work where they are able to minimise the chances of contracting this virus. We would therefore ask you to

* Help them to achieve social distancing
* Allow them to use a mask for short periods where social distancing cannot be achieved
* Provide them with easy access to handwashing facilities
* Avoid contact with objects and surfaces that may be contaminated by virus droplets
* Be flexible in accommodating travel to work which minimises exposure to infection by COVID- 19 (e.g. avoiding rush hour, crowded routes).

We thank you for your understanding and help.

Your sincerely