**Template – Exception from Self Isolation (Extension)**

**Email Subject: OFFSEN - Request for Exception from Self-Isolation NAME/S**

This request is for an exception from self-isolation after close contact confirmation from the NHS Test and Trace for the following individual/s:

* **NAME**
* **NAME**

After careful review and consideration,

* I can confirm that **the above have** been fully vaccinated and 14 days has passed since the second dose.
* I confirm that as per guidance from DHSC, all contingency measures to manage staff absences have been exhausted.
* I confirm that failure to provide this exception would have major detrimental impact on the availability, integrity or delivery of essential transport services.

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| --- | --- |
| **Please Provide the following required information:** | |
| **A** | **The sector affected** |
|  |
| **B** | **The workplace affected, including postcodes** |
|  |
| **C** | **The number of people who it is proposed would leave self-isolation** |
|  |
| **D** | **The roles those individuals need to perform** |
|  |
| **E** | **An assessment of the impact failure to do this would have** |
|  |
| **F** | **An assessment of when this impact is likely to materialise (e.g. is it already an issue or likely to materialise in the coming days)** |
|  |
| **G** | **An estimate of when this will no longer be required, the date of a review point if this is not possible (maximum of 7 days)** |
|  |

**Requestor:**

Name:

Position:

Phone number:

**Supply chain confirmation**

Senior national level manager at: Healthcare Distribution Association / Supermarket / Sponsoring Supply chain Government dept / Military, national security (highlight one)

Name:

Position:

Phone Number:

Email:

Has this individual agreed to confirm the request? Yes/No