

**ISSUED BY CCS TO THE FUNERAL SECTOR**

**ALL RETURNS TO: [funeral.sector.requests@cabinetoffice.gov.uk](mailto:funeral.sector.requests@cabinetoffice.gov.uk); [ccs.control@cabinetoffice.gov](mailto:ccs.control@cabinetoffice.gov.uk)**

**Process for agreeing to allow fully vaccinated close contacts to leave self-isolation to perform critical roles**

**Please use a new line for the application for each one named worker**

**Please only apply for exemptions for workers who have already been told to isolate by NHS Test and Trace, this is not an anti-**

**Conditions of application and how to apply**

If an individual within your business is told to self-isolate if contacted by NHS Test and Trace, and you believe that without their attendance

Employers of these critical workers should consider other steps that could be taken should workers be required to self-isolate, including:

Providing cover with other existing staff or temporary staff

Deferring non-urgent tasks

Making reasonable alternative provision (for example buying in pre-packed sandwiches if a work canteen is closed)

If you still wish to apply for consideration, you will need to fill out the accompanying form with the following details:

Sector

Company Name

Company Registration Number

Name of worker and role

Location of isolating worker's workplace

Date the employee was informed they need to self isolate by NHS Test & Trace

Date of isolation beginning & ending

Assessment of impact of this worker self isolating

Mitigations already taken in workplace to mitigate impact of worker being off

If approved, confirmation that you as an employer will facilitate the worker to follow the conditions below

Name and job title of person who populated this form

Email address decision should be returned to

Please note that there are strict thresholds that need to be met for approval. We will endeavour to process applications as quickly as possi

### **Successful applications**

Where it is agreed that the threshold is met, the following conditions will apply:

The individual would have to self-isolate until a negative PCR test result. It may be reasonable if strictly necessary to go to work before receiving a negative result.

The individual would take daily LFD tests, report the results daily to the line manager and self-isolate immediately if they test positive.

The individual would have to self-isolate if they show any Covid-19 symptoms, no matter how mild and get a new PCR test. They would then have to self-isolate until a negative PCR test result.

The individual would only leave self-isolation to attend - and travel to and from – work for specific, named purposes.

The individual could, if strictly necessary, travel on public transport or with others to and from work but would have to wear a face covering and avoid contact with others.

Social distancing should be optimised and, wherever possible, maintained at all times in the workplace. Face coverings should be worn at all times.

Individuals would be advised to avoid breaks/meals with other staff and other social contact in enclosed spaces with other staff.

Measures need to be taken to ensure affected workplaces are Covid secure.

It will be the responsibility of employers to ensure, where applicable, that these controls have been met.

### **Unsuccessful applications**

If it has not been agreed that the threshold is met, then the individual will have to self-isolate for the full isolation period and therefore cannot return to work.

We remain grateful for all the work that you are carrying out to provide these critical services in a time of great pressure.











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**patory process**

at work there will be a significant harm to public welfare as a result of disruption to your services, you may a

ible but speed will critically depend on the number of applications received and we therefore seek your help to

















ply for them to be considered to have a reasonable excuse to leave self-isolation.

o only submit requests for cases that clearly meet the criteria and once all other options have been exhausted.

