

ADVICE THAT A WORKER IS CEASING WORK

CENTRE NAME:

CENTRE ADDRESS:

DIRECTOR NAME:

DATE:

Dear Centre Director,

This letter is to inform you that I have a reasonable concern that I am at imminent risk of contracting COVID-19 at work. COVID-19 is a highly infectious virus. The centre listed above has not taken the necessary steps to protect staff and children from this virus.

The reason for my concern around imminent risk of infection is:

I now request that you provide me with suitable alternative work that can be performed in a safe location where I am not at risk of contracting COVID-19.

Should you be unable to provide me with safe alternative work then I will cease to work in the centre named above at this date: _____ at this time: _____.

I am committed to the safety and welfare of children at this centre. I wish to give parents every opportunity to come and collect their children. I will work with you for one hour to contact parents and inform them that they will need to collect their children due to an imminent risk of contracting COVID-19.

NAME:

SIGNATURE: