[Pharmacy letterhead]

[Pharmacy address]

[Telephone number]

20 March 2020

**To whom it may concern**

**Re. [Staff member’s name]**

Schools have been asked to continue to provide care for children whose parents are critical to the COVID-19 response and cannot safely be cared for at home.

Community pharmacy staff and those involved in the medicines supply chain, including the support and specialist staff required to maintain the UK’s health and social care sector, are key workers critical to the Government’s COVID-19 response. The Government has identified the following key workers in health and social care:

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| --- |
| **Health and Social Care**  This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK’s health and social care sector; those working as part of the health and social care supply chain, including producers and distributers of medicines and medical and personal protective equipment. |

Key workers include all staff working in community pharmacies, pharmacy company head office staff, delivery drivers and volunteers.

**Please accept this letter as confirmation that the above-named member of staff is a key frontline health worker for the purposes of the support available during the COVID-19 pandemic.**

If you have any questions about this employee’s status please contact me using the above contact details.

Your sincerely

[Name]

[Superintendent Pharmacist / Director / Business owner]