**Request for an exemption from Self Isolation for critical workers prior to August 16 2021**

 **DCMS Assessment Form**

**Part 1 - Summary of information - Requesting Individual / Organisation to complete**

*Please note - Assessment forms not completed in full with all required information will not be considered*

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| **Name of the organisation making the exemption request** |  |
| **The sector affected** |  |
| **The number of people in need of an exemption** |  |
| **Name(s) of individual(s) in need of an exemption** |  |
| **What is/are the specific job role(s) of the individual(s) in need of an exemption and how many in each role?** |  |
| **An assessment of the impact failure to do this would have – including what alternative options to manage absences have been considered** |  |
| **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)** |  |
| **What conditions will be put in place to limit the risk of transmission?** | *It is expected that the conditions set out at annex A will be applied as standard in the case of an exemption. Use this box to set out any additional controls or to explain if any of the controls at annex A cannot be applied.* |
| **Is/are the individual(s) fully vaccinated against Covid-19? (Defined as someone who is 14 days post-final dose)** |  |
| **The name of the lead individual in the workplace** |  |

**Part 2 - Assessment by DCMS Sector Team**

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| **Criteria** | **Assessment** |
| **Do you determine the work being undertaken to be critical?**  |  |
| **DCMS Sector team’s view on whether exemption should be granted** |  |

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| --- | --- |
| **Sector Team Director approval** |  |

**Part 3 - Decision - Covid-19 Hub to complete/SCS to clear**

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| **Covid Hub Policy Team - Preliminary Recommendation** |  |

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| --- | --- | --- | --- | --- |
|  | **Name** | **Comments** | **Approval (Y/N)** | **Date** |
| **Deputy Director** |  |  |  |  |
| **Director** |  |  |  |  |

**Annex A - standard controls expected to apply to all exemptions**

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 the results of the PCR test, but only if they have taken an LFD test just before doing so and received 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 need to self-isolate and could only go to work if the new PCR test was negative.
* 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 at all times.
* 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.