If a line manager has a member of staff that falls into either of the following categories:

1. “Vulnerable Group”
2. “Lives with and/or is a carer for someone within the Clinically Extremely Vulnerable Group And/or lives or cares for someone within the other vulnerable group”.

They can seek advice from Occupational Health to determine options to support the employee and impact upon the ongoing delivery of critical services.

The line manager needs to E-mail [Occupational.Health@cumbria.gov.uk](mailto:Occupational.Health@cumbria.gov.uk) and provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employee:** | |  | |
| **Personal number:** | |  | |
| **Name of manager:** | |  | |
| **Contact number:** | |  | |
| **Position Title:** | |  | |
| **Employee in the Vulnerable category** | **Please tick as appropriate** | **Identified Reason** | **e.g heart condition** |
| **Lives with and/or is a carer for someone within**  **the Clinically Extremely Vulnerable Group or vulnerable group** | **Please tick as appropriate** | **Identified Reason** | **e.g. live with mother aged 90** |
| **Risk of exposure** | | **e.g. working with the general public** | |

Occupational Health nurse to complete and to send back to manager:-

|  |  |  |
| --- | --- | --- |
| **Date contacted:** |  | |
| **Advice to manager:** | Employee should self-isolate  **Please tick as appropriate** |  |
| Employee can remain at work  **Please tick as appropriate** |  |
| Other advice: | |
| **Date employee will return to work:** |  | |
| **Date they need to be contacted again: (if applicable)** |  | |
| **Occ health nurse:** |  | |
| **Date:** |  | |

Send to manager and People Management:

People.management@cumbria.gov.uk

|  |  |
| --- | --- |
| **Date added onto iTrent:** |  |
| **Absence recording changed:** | Yes/ No |