



[Patient Name

Patient address Line 1

Patient address Line 2

Patient address Line 3]

21 December 2020

IMPORTANT: PERSONAL

Your Community Health Index (CHI) number: **[CHI NUMBER]**

GOING TO SCHOOL, COLLEGE OR CHILDCARE IN LEVEL 4 AREAS

Dear **[Patient]**,

As you may know, since November, local authority areas across Scotland have been placed into 5 Protection Levels: 0 - 4.

The First Minister has now announced that level 4 measures will be applied to all of mainland Scotland for a period of three weeks from one minute after midnight on Boxing Day morning. The exceptions to that will be Orkney, Shetland and the Western Isles, and the other island communities where restrictions have been reduced in recent weeks. These areas will go into level 3 but with strict restrictions on who can travel to and from them. All these levels will be reviewed after two weeks. You can find out what these areas are at www.gov.scot/coronaviruslevels.

For those of you who are living in or have children attending school, college or childcare in an area at level 4, we are asking you and everyone in your area to follow the Level 4 rules carefully. The general guidance for everyone in a Level 4 area can be found at www.mygov.scot. You can also call the free National Assistance Helpline on 0800 111 4000 (Monday to Friday, 9am to 5pm). We also have extra advice for people who are on the shielding list because they are at the highest risk of severe illness from coronavirus. This is set out in the table with this letter, and is also available online at www.mygov.scot/shielding. Please do think about all of the advice in the table at Level 4 and whether you would like your child to follow it.

If you're the parent or carer of the child or young person named at the top of this letter, this advice applies to that person. If you are the person named at the top of this letter and are 16 or 17 and in work, please contact the National Assistance Helpline on 0800 111 4000 and we'll arrange for a different letter to be sent to you.

If you are living in an area that moved into level 4 before, you will already have received a letter which is similar to this letter. We are writing again now to everyone on the shielding list across all areas in all protection levels. This is because some of you may not live in an area at level 4 but may need to travel to a level 4 area for essential reasons including school, college, or childcare.

This letter and the advice we set out will apply whenever an area is at level 4. Please keep this letter safe. We suggest that you should continue to follow the extra advice at each of the levels in the table.

Attending school, college or regulated childcare services

As part of the announcement of Level 4 measures, the First Minister indicated that the school holiday period will be extended to 11 January, and that arrangements for learning at home will be in place until 18 January, for all pupils.

At Level 4, our general advice is that children and young people who are on the shielding list should not attend school, college or regulated childcare services such as nurseries. However, you should consult your child's secondary care (hospital) clinical team who may advise that an individualised risk assessment could be undertaken with the school, college or nursery and arrangements put in place which may allow your child to continue to attend.

Arrangements for learning from home will be put in place for children and young people who cannot attend school or college in person due to shielding requirements. Your local education service will provide advice on the support available for children who are being asked not to attend school, college or childcare under Level 4 rules.

We advise that you should not use public transport in a level 4 area.

What this means as a parent or carer

Level 4 rules may mean you cannot attend your workplace or work at home because you have to care for a child or young person on the shielding list. If this is the case, you may be eligible to be furloughed under the Job Retention Scheme. Decisions around whether to offer you a furlough agreement are down to your employer. If you're on furlough, you'll still be paid by your employer, and will pay taxes from your income. Your employer could pay 80% of your regular wages up to a monthly cap of £2500. They might choose to pay you more from their own accounts. You should discuss this option with your employer and check the eligibility criteria at www.gov.uk.

If being on furlough reduces your income, you may be eligible for Universal Credit. If you already receive benefits, you can have your Universal Credit payments reassessed. For more information and to claim, visit www.gov.uk/universal-credit, or call the Universal Credit helpline on 0800 328 5644.

If you were contracted to work less than 16 hours per week before you were placed on furlough, you may be eligible for New Style Jobseeker's Allowance (JSA). To find out more and apply, go to www.gov.uk/guidance/new-style-jobseekers-allowance or call Jobcentre Plus on 0800 055 6688

The Job Retention Scheme does not apply if you are self-employed or to any income from self-employment. However, you may qualify for support under the Self-Employed Income Support Scheme. The online service for the next grant will be available at www.gov.uk from 30 November.

Informal Childcare

If you need other friends or family to help look after your child while you are at work, the people that help you should keep their contact with people from other households to a minimum, stringently follow the FACTS advice, and avoid sharing food and utensils. Whilst in the house, if possible, avoid touching hard surfaces but also regularly wipe surfaces down with anti-bacterial cleaner. Keep windows open and have fresh air flowing through the house, as much as possible.

Keep up to date with text alerts

If you have not already done so, please do consider joining the free text messaging service for people at highest risk from coronavirus. To join, send a text from your mobile phone with your Community Health Index (CHI) number to 07860 064525. Your CHI number is the 10-digit number at the top of this letter. We only need the number itself. You can also get information from the free National Assistance Helpline on 0800 111 4000 if you do not have access to a mobile phone.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gregor Smith', written in a cursive style.

DR GREGOR SMITH
INTERIM CHIEF MEDICAL OFFICER

Strategic Framework

Extra protection level advice for people at highest risk from coronavirus (COVID-19)



This is advice, consider which level of protection is right for you.

All levels: we will not ask you to distance from people within your own homes or to stop taking outdoor exercise.

	Level 0	Level 1	Level 2	Level 3	Level 4
Contact with others	Follow the level advice to the general population	Follow the level advice to the general population	Reduce the number of people or households you have face to face contact with Avoid one metre zones	Limit meeting people outside your own household, avoid indoor public spaces	Minimise contact with people outside your own household if you can You should not take public transport
Shopping	Strictly follow the guidelines when shopping	Strictly follow the guidelines when shopping	Strictly follow the guidelines when shopping	Strictly follow the guidelines when shopping and limit the number of times you go to a shop Shop at quieter times	Strictly follow the guidelines when shopping and limit the number of times you go to a shop Shop at quieter times
If you cannot work from home	Following a workplace risk assessment, your employer should make the necessary adjustments to your workplace to protect you The majority of workplaces can be made safe	Following a workplace risk assessment, your employer should make the necessary adjustments to your workplace to protect you The majority of workplaces can be made safe	Following a workplace risk assessment, your employer should make the necessary adjustments to your workplace to protect you The majority of workplaces can be made safe. Where you have a concern you should discuss this with your employer	Speak to your employer to ensure all appropriate protections are in place The majority of workplaces can be made safe. Where you have a concern you should discuss this with your employer	The majority of workplaces in level 4 areas can be made safe. If you have any concerns you should discuss these with your employer However, at this level the Chief Medical Officer will issue a letter which is similar to a fit note and which will last for as long as your area or workplace is under Level 4 restrictions. This letter can be used in the few cases where it is not possible to make your workplace safe Please note that this does not automatically mean you should not attend work. You should discuss this further with your employer, and if this results in adequate protection, you can continue to work
School/college/formal childcare	Follow the level advice to the general population	Follow the level advice to the general population	Follow the level advice to the general population	Parents or guardians should discuss with their GP or clinician whether children should still attend	Children on the shielding list should not attend in person if they live or attend school, college, or formal childcare in a level 4 area

This resource may also be made available on request in the following formats



✉ **PHS.HealthData@phs.scot**

☎ **0800 111 4000**

Use the subject line 'translation request' if you send an email. Include these details about the person who needs the different format:

- name
- address and postcode
- CHI number
- format or language required

Please tell us if we should always send information in this format. If you've asked for a translation before, it's on its way to you.