Dear Member

**Re; Movement and Access for Life Sciences Employees**

As you will be aware, Government guidance is that everyone who possibly can, should work from home at the current time. There is recognition, however, that some people will legitimately need to go out to perform their duties, and this will include many employees in your company in functions such as manufacturing and clinical support. These employees have been classified as “critical workers” by the Government. Despite this, we do recognise that many of you have concerns about what advice to give employees as they attempt to conduct business as usual in these difficult circumstances.

Based on observed best practice, our suggestion to you is that you adopt the following principles.

* Employees travelling to carry out essential activities should carry with them a letter bearing the logo of their employing organisation.
* The letter should state that they qualify as a critical worker under the Government’s classification and have the necessary qualifications and endorsements to carry out their duties.
* Employees should carry with them photographic identification.

A suggested template is attached below.

As a group of organisations we have contacted officials seeking formal endorsement of this approach as acceptable to the Government, police and other relevant authorities to allow your company employees to carry out their duties without undue interruption.

Best regards,

**Peter Ellingworth Doris-Ann Williams Richard Torbett, PhD Steve Bates**

Chief Executive, ABHI Chief Executive, BIVDA Chief Executive, ABPI Chief Executive, BIA

Annexe – Template Letter for company Letterhead

To Whom It May Concern,

The bearer of this letter carries out essential duties in the production and distribution of medicines / medical products / personal protective equipment \* and, as such, has been designated a critical worker (1) in line with Government guidance issued in response to COVID-19.

The bearer has the necessary qualifications and experience to perform their duties, which may often be at a premises other than those listed on this letterhead. These may include, but not be limited to, NHS hospitals, public health laboratories, care homes and private addresses where individuals are in need of urgent medical care.

On demand, the bearer will produce photographic identification as appropriate.

For further confirmation, please contact INSERT DETAILS OF COMPANY CONTACT

We thank you for your cooperation.

\*Delete as applicable

(1)- **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.**