[insert company full address]

[insert date]

To whom it may concern

RE: [insert company name]: Essential accommodation and meeting bookings via Inntel

The Coronavirus crisis (COVID-19) represents one of the biggest challenges to the UK in a number of years for many industries. The scale of this challenge necessitates emergency measures to ensure that key workers can continue to operate in a sustainable manner.

On Thursday 19 March 2020, the UK Government published a list of “Key Workers”.

This letter, supported by a company-issued photo-id of the bearer upon arrival [if applicable], provides confirmation that [insert company name] is defined as a “Key Worker” by the Government. [delete all below that are not applicable to your company]

**Critical workers:**

* Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carer who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

**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 distributors of medicines and medical and personal protective equipment.

**Education and childcare:**

* Childcare
* Support and teaching staff
* Social workers
* Specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach

**Key public services:**

* Those essential to the running of the justice system
* Religious staff
* Charities and workers delivering key frontline services
* Those responsible for the management of the deceased
* Journalists and broadcasters who are providing public service broadcasting

**Local and national government:**

This only includes those administrative occupations essential to the effective delivery of:

* The coronavirus (COVID-19) response, and the delivery of and response to EU transition
* Essential public services, such as the payment of benefits and the certification or checking of goods for import and export (including animal products, animals, plants and food), including in government agencies and arms length bodies

**Food and other necessary goods:**

This includes those involved in food:

* Production
* Processing
* Distribution
* Sale and delivery
* As well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)

**Public safety and national security:**

This includes:

* Police and support staff
* Ministry of Defence civilians
* Contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak and EU transition)
* Fire and rescue service employees (including support staff)
* National Crime Agency staff
* Those maintaining border security, prison and probation staff and other national security roles, including those overseas

**Transport and border:**

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the coronavirus (COVID-19) response and EU transition, including those working on transport systems through which supply chains pass and those constructing or supporting the operation of critical transport and border infrastructure through which supply chains pass.

**Utilities, communication and financial services:**

This includes:

* Staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
* The oil, gas, electricity and water sectors (including sewerage)
* Information technology and data infrastructure sector and primary industry supplies to continue during the coronavirus (COVID-19) response
* Key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)
* Postal services and delivery
* Payments providers
* Waste disposal sectors

If you require further clarity from [insert company name], please contact one of the following individuals [please insert 2 contact names, telephone numbers and email address]

If you require further assistance from our booking agent, Inntel, please contact our Client Relationship Manager [insert name] on 0844 847 5501 or [insert CRM email address]

Authorised by: [insert name]

Position: [insert position]

Signed: [insert signature]