To XXX,

Further to your notification that I am required to return to the workplace (insert date of notification or conversation here), I am writing to let you know that I am unable to return due to (insert reason here).

I am autistic/have Asperger syndrome (delete as appropriate or insert your diagnostic terminology here), and am requesting, in line with the Equality Act 2010[[1]](#endnote-1), that adjustments are made for me in the current circumstances.

***(Use the text below if a risk assessment or review of existing or any new adjustments that might be required has NOT been offered by the employer))***

I request that a risk assessment and/or a review of my existing adjustments/an assessment is carried out to identify any reasonable and practical adjustments that I need (delete if not applicable) prior to my return.

 ***(Use the text below if a risk assessment/review of adjustments has been carried out and it is still not possible to return to the workplace)***

The risk presented to me by COVID-19 in the workplace and on the journey to and from work cannot be reduced to an acceptable level by mitigation or reasonable adjustments such as (state any mitigation or adjustments that haven’t been deemed reasonable or practical by the employer here).

The Equality and Human Rights Commission (EHRC) advises[[2]](#endnote-2) that in cases like mine, employers should consider offering:

* paid disability leave, or
* extended furlough until the risk of returning to work is acceptable
* sick leave and company or statutory sick pay if they are applicable
* Continuing to work from home

The EHRC also advises that my preferences should be taken into account during any decision making wherever possible.

I look forward to hearing from you.

Kindest regards,

1. <https://www.legislation.gov.uk/ukpga/2010/15/contents> [↑](#endnote-ref-1)
2. <https://www.equalityhumanrights.com/en/advice-and-guidance/coronavirus-covid-19-guidance-employers-reasonable-adjustments-employees>

***Supporting notes***

*Adjustments can include:*

	* *Clear written and visual instructions about measures that employees are required to take to prevent the spread of COVID-19 in the workplace – provided in a format that is able to be understood by the employee*
	* *Alternatives to wearing PPE if the person cannot tolerate it, or from following social distancing measures if the person is unable to such as;*
	* *homeworking,*
	* *amended duties*
	* *An alternative role that the employee agrees to perform)**Reasons why it is still not possible to return to the workplace could include for example (autism specific):*

*Employer has not been able to prevent customer contact or redeploy the person into a non-customer facing role, and the employee is experiencing unmanageable levels of anxiety*

*The employee cannot tolerate wearing of PPE due to sensory difficulties and the employer is not able to arrange mitigation such as ensuring that they are 2 metres apart from others at all times, including travelling to and from work, for example, it may not be possible to prevent contact with others due to the nature of the role or the physical layout of the workplace OR if the employee wishes to drive instead of taking public transport and the employee is unable to provide a dedicated parking space for the person.* [↑](#endnote-ref-2)