11th January 2021

Dear Direct Payment recipient,

**Re: COVID 19 vaccination programme**

East Lothian Health and Social Care Partnership are preparing to make COVID 19 vaccination appointments available to workers involved in delivering support services to those individuals living in the community. This category includes Personal Assistants employed by Direct Payment as per guidance below:



NHS Lothian have introduced a new online booking system so that individual workers can register for a vaccination. The booking system requires individuals to register their name, date of birth, CHI number (if available), gender, email address and mobile telephone number so that they can then register for an account and book an appointment.

To book your first appointment you will need to click on the link below and complete the online form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=veDvEDCgykuAnLXmdF5Jmhgqmg_MLrtJtmk9tk8MLahUQzdKUDg0WllaQUxQTEhXWkxXSTY2REQ4ViQlQCN0PWcu>

When attending for a vaccination appointment, Personal Assistants will need a letter from their employer as proof of eligibility. This could be the same letter that was issued last March to all PAs so that they could prove that any travel to work was essential due to their employment as a paid carer.

If you are not able to use the online booking system, you can still book an appointment using the Freephone number 0800 111 4499.

Yours faithfully,



Jane Stewart

Team Manager – Health and Social Care