**Christmas Party Memo - 2021**

Christmas is approaching fast, Elf on the shelf has made a reappearance, but so has COVID. As your employer, we are conscious that the new variation of COVID (Omicron) may be causing you some concern. We’d like to reassure you that we’ve taken the following steps to ensure that our Christmas party is as safe as possible for you:

1. COVID Risk assessments have been carried out;
2. All staff attending the party need to present a vaccine passport or negative lateral flow test (no more than 24 hours old);
3. Any staff with COVID symptoms are not to attend the party;
4. The venue is cleaned regularly; and
5. Hand sanitiser is available throughout the venue.

We have a duty of care to keep you safe, we want you all to enjoy yourselves, but we also but we’d also like to remind you of your responsibility when attending the Christmas party:

1. While you’re at any work party, you must conduct yourself in an appropriate manner. Bear in mind that instances of misconduct will result in disciplinary action;
2. Everyone is there to enjoy themselves, so treat everyone who is attending the party and the staff at the venue with respect and dignity at all times;
3. Follow all COVID safety measures that are put in place, unless you are exempt. Bear in mind that things change quickly with COVID, so we may need to bring in new measures to keep you and all staff safe; and
4. Absence due to “over-indulging” - If you are due to work the day after the Christmas party, please ensure that you are sensible at the party and are fit to attend work the next day. Anyone who is absent from work due to their own actions at the party may be subject to disciplinary action.

If you have any questions about the above, please do not hesitate to get in touch with me.