Template Letter for Clerks

This letter is to notify you that I am unable to report for in-person work at my school building because of the abnormally dangerous health conditions at my school due to the pandemic and my belief that reporting for in-person work would place me in imminent danger. I am ready and willing to perform my work duties, but I cannot work inside my school building.

I am concerned for my safety because in-person work at my school exposes me to students, parents, staff, and members of the public without sufficient safety measures. The incidence of infection in my school neighborhood remains dangerously high and it is likely that infected persons will be entering my school building. There is no means to effectively screen all the people entering my building with whom I would have direct interaction, and no effective means to ensure that all persons are wearing masks and observing social distancing at all times. I must also work in confined spaces at times, and there is no high efficiency air filtration system in the places I would have to work.

Previously, I performed my work duties remotely, and I am prepared to continue working remotely until these safety issues are resolved.