Essential Keyworkers only

ACCOMMODATION APPLICATION FORM

Please complete electronically and send to carol.falcon@wales.nhs.uk

Carol will contact you directly to confirm your stay

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| **FULL NAME:** | EMPLOYEE NUMBER: | TITLE | FIRST NAME | SURNAME |
| CLINICAL BOARD: |
| YOU MJST HAVE YOURMANAGER’S AUTHORISATION BEFORE BOOKING ACCOMMODATION PLEASE STATE YOUR MANAGER’S NAME |
| MALEL/FEMALE [FOR ACCOM PURPOSES (MIXED ROOM ETC] |
| JOB TITLE ROLE: |
| CURRENT PLACE OF WORK/DEPARTMENT: ARE YOU UHL OR UHW?  |
| WHICH LOCATION DO YOU REQUIRE HOTEL – WE ARE PUTTING UHW AREA STAFF IN CARDIFF AREA AND UHL AREAS IN VALE OF GLAMORGAN AREACARDIFF OR VALE OF GLAMORGAN? |
| ANY FURTHER INFORMATION IF YOU ARE NOT AN EMPLOYEE OF UHB – IE LOCAL AUTHORITY/ETC – OTHER ETC: |
| HOME ADDRESS |  |
| EMAIL ADDRESS/ES | EMAIL 1 |  |
| EMAIL 2  |  |
| CONTACT TELEPHONE NUMBERS *(TEXT MESSAGE MAY BE USED FOR ACCOMMODATION CONFIRMATIONS)* | HOME TEL:  |
| MOBILE TEL:  |
| WORK TEL:  |
| **EMERGENCY CONTACT DETAILS** | NAME OF EMERGENCY CONTACT: | TEL NO: EMERGENCY CONTACT: |
| *ANY FURTHER INFORMATION*:  |
| ACCOMMODATION REQUIRED |
| WOULD YOU CONSIDER SHARED ACCOM  |  |
| MEDICAL/DISABILITIES CONSIDER: GROUND FLOOR ETC: |  |
| ISOLATING ACCOMMODATION OR STANDARD TYPE ACCOMMODATION |  |
| PLEASE STATE REASON FOR ACCOMMODATION: |  |
| DO YOU HAVE YOUR OWN TRANSPORT/PARKING REQUIRED | IF YES – PLEASE GIVE REGISTRATION OF VEHICLEIF NO – PLEASE IDENTIFY |
| DIETARY REQUIREMENTS |
| **GLUTEN FREE/VEGETARIAN/ALLERGIES/OTHER INFO** – *I hope to be able to provide dinner/bed/breakfast – it will most likely be room service/continental breakfast/hopefully warm food – that will be clarified as ongoing information becomes available.* |

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| DATES REQUIRED |

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| MARCH 2020 |
| **TH** | **FR** | **SA** | **SU** | **MO** | **TU** |  |
| **26** | **27** | **28** | **29** | **30** | **31** |  |

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| APRIL 2020 |
| **MO** | **TU** | **WE** | **TH** | **FR** | **SA** | **SU** |
|  |  | **1** | **2** | **3** | **4** | **5** |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| **27** | **28** | **29** | **30** |  |  |  |

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| **MAY 2020** |
| **MO** | **TU** | **WE** | **TH** | **FR** | **SA** | **SU** |
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| **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **25** | **26** | **27** | **28** | **29** | **39** | **31** |

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| **JUNE 2020** |
| **MO** | **TU** | **WE** | **TH** | **FR** | **SA** | **SU** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| **29** | **30** |  |  |  |  |  |

Please highlight the dates that are required

Please indicate time the rooms are required (night shift day shift rough ideas)

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| FURTHER INFORMATION |

##### BOOKING.CAV = carol.falcon@wales.nhs.uk



For staff affected by 14 day isolation policy, staff should – on an entirely voluntary basis be offered the alternative option of hotel accommodation while they continue to work

NHS staff who need accommodation see letter 17/3

NHS staff whose family members are self-isolating and staff are not able to return home.

NHS staff who require emergency accommodation due to urgent response or mitigating factors.

###### HOTEL ACCOMMODATION TERMS & CONDITIONS

* Employees will not be charged for the accommodation that has been procured via NWSSP Procurement for Cardiff & Vale UHB and arranged through Workforce & Organisational Development via carol.falcon@wales.nhs.uk/rachel.gidman@wales.nhs.uk and as long as this has been authorised by the Clinical Board Manager/Line Manager/Deputy Manager - the cost of the room will be paid for on a central basis but charged to the organisation’s cost code connected to the COVID-19 Response

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| <http://nww.cardiffandvale.wales.nhs.uk/portal/page?_pageid=253,172024171,253_172024187&_dad=portal&_schema=PORTAL>Intranet Link Above for Further information Hotel bookings for staffThis provision is for those staff members recognised as key essential workers throughout Cardiff and Vale UHB who require alternative temporary hotel accommodation – you must gain authorisation to use this facility from your Manager/Clinical Board leads1 hotel is currently available in Cardiff for UHW Employees (this may change depending on availability/evolving events)1 hotel is currently available in Vale of Glamorgan for UHL Employees ((this may change depending on availability/evolving events)VALE OF GLAMORGAN HOTEL: There is a self-laundry on site for all guests to use and any extra amenities or shopping needs will be supported. The hotel will be staffed 24 hrs a day and light bites also available 24 hours and free parking. It is possible if arranged prior and enough take up this hotel may be able to provide a complimentary shuttle service to and from the hospitals (social distancing will be adhered to)We have established a process for key workers to access hotel accommodation in certain circumstances.Process for accommodation:* Please complete the form above and have been given the approval from your manager/clinical board leader/s/supervisor that you are an essential key worker
* E mail the form to Carol Falcon Carol.Falcon@wales.nhs.uk by 3pm

The individual will be contacted by Carol Falcon who will arrange all the accommodation and confirm by via email or telephone call or text message. |

* Hotels booked outside of this process will not be paid for through central finance
* Your accommodation will include bed, breakfast and evening meal
* The hotel in Vale of Glamorgan has 24 hour food provision and Laundry Facilities
* The hotel in Cardiff will provide bed breakfast and evening meal but no Laundry Facilities

We are trying to secure laundry facilities on site at UHL / UHW please await further information

* Anything beyond bed breakfast and evening meal is to be paid for by yourself – your accommodation does not include alcoholic beverages although a soft or hot drink may be provided with your evening meal – please ask the hotel when you check in about meal provision – thank you
* If you need to cancel your room please do so in good time by emailing Carol.Falcon@wales.nhs.uk and also please try and book rooms with as much notice as you can (we understand that this may in some circumstances may not be possible but we need to give the hotels notice of your arrivals for housekeeping and meal preparation.

