

INSTRUCTIONS:

Print on company letterhead (physical or electronic) or include text at top of page clearly indicating Company Name and Physical Address. Address may be of local office or company headquarters, regardless of location.

Letter must be dated and include the name, title, email address and telephone number of the responsible company official making the declaration (Owner, President, CEO, HR Manager, etc.). Electronic or physical signatures may be included but are not required. Companies are self-certifying that they qualify as an Essential Business, no County approval or filing is required to issue this letter. There is no requirement or desire for companies to file issued letters with the County.

If the company issues photo ID, a standard letter may be issued to all employees. If the company does not issue photo ID, the letter must indicate personnel by name, either with individual letters or with a list of employees on a single letter. The employee's government-issued ID (drivers license, military ID card, student ID), combined with a letter bearing their name, will be.

(Date of issue)

Re: COVID-19 "Essential Infrastructure" Exemption for COMPANY

To whom it may concern:

COMPANY provides services that are considered essential to the operation and maintenance of a critical infrastructure sectors and COMPANY employees are essential workers needed to maintain the services and functions Americans depend on daily and need to be able to operate resiliently during the COVID-19 pandemic response.

As such, COMPANY employees are exempt from the applicable state and local Stay at Home/Shelter in Place orders, which permit employees to leave their residences to provide any services or perform any work necessary to support the operations and maintenance of "essential infrastructure" or life sustaining businesses.

COMPANY employees are also exempt as defined by the Department of Homeland Security (www.cisa.gov) in that they support critical infrastructure sectors. This notice applies to COMPANY companies: dba SUBSIDIARY/ALTERNATE NAME. (Delete last sentence if you have no alternate company names or subsidiaries.)

All employees are complying with all applicable social distancing requirements and CDC guidelines.

Please contact me with any questions or concerns.

Regards,

Responsible Company Official (Name)

Title

Email:

Phone: