

[Use your company letter head]

Essential Industry Employee

[Insert Date]

Re: Shelter-in-Place Orders

To whom it may concern:

This letter is to certify that [First Name Last Name] is an essential employee of [Company Name], located at [Company Address]. The Company is a [type of contractor]. We have reviewed all applicable Orders and have determined that our operations qualify as essential/critical infrastructure and that we are able to continue to operate under those Orders.

Employees in possession of this letter have been deemed essential to the minimum basic operations of our business. Employees who are critical to the minimum basic operations of the business have been instructed to comply with social distancing rules of keeping at least 6 feet (or 2 meters) between workers and requirements in the jurisdiction, as well as other safety and health precautions.

If you have questions regarding the nature or scope of this letter, please do not hesitate to contact [Contact First and Last Name] at [Contact number and/or email].

Sincerely,

Executive Name

Title

Special Note: This letter has been translated into Spanish below for the benefit of the bearer of this letter who may be Spanish-speaking.

Esta carta certifica que [nombre de empleado] es un(a) empleado(a) esencial de [nombre de la compañía], ubicada en [dirección de la compañía]. La compañía esta dedicada a [tipo de construcción]. Hemos revisado las normas vigentes y hemos determinado que nuestro operación califica como esencial y por consiguiente estamos autorizados a continuar nuestro trabajo bajo estas normas.

Los empleados portadores de esta carta se consideran esenciales para el funcionamiento básico de nuestros negocios. Los empleados esenciales han recibido educación acerca del distanciamiento social en el area del trabajo manteniendo distancias de 6 pies (o 2 metros) entre

personas, además, de haber sido educados en otras formas de prevención de enfermedades comunicables así como en la seguridad en el área del trabajo.

Si tiene preguntas sobre esta carta, se puede llamar a [nombre de contacto] al [telefono y email].