**Letter for employees to use commuting to/from Essential Business:**

To Whom It May Concern:

This is to confirm that [Employee Name] is an employee of [Company Name]. [Company Name] is an "Essential Business or Operation" within the meaning of Governor \_\_\_\_\_\_\_\_\_\_\_\_COVID-19 Executive Order [insert name/number] issued on \_\_\_\_\_\_\_\_, 2020 (Executive Order) and the Department of Homeland Security’s Identification of Essential Critical Infrastructure Workers during COVID-19. As such, [Company Name] is continuing to operate until further notice, and this employee is permitted under the terms of the Executive Order to travel to and from work. If you have questions, please contact the undersigned.

Sincerely,

Name/Title

**Sample communication to employees relating to Letter to carry while commuting to/from Essential Business:**

To All Employees:

On \_\_\_\_\_\_\_\_\_2020, Governor [name] issued a “Stay at Home” / “Shelter in Place” order for all of \_\_\_\_\_\_\_\_\_\_\_\_[state] effective [date] through [date]. This is to inform you that [Company Name] will continue to stay open because it falls within the definition of an “Essential Business or Operation” as described in the Governor’s order, and also in the Department of Homeland Security’s Identification of Essential Critical Infrastructure Workers during COVID-19.

For those positions that must be done from the workplace, you should continue to report to work for your usual shift or work schedule, unless you are affected by the virus. If you are already working from home, please continue those work arrangements. If you are not working from home currently but you believe you should be, please speak with your manager.

This is a critical juncture for [Company Name]’s business, and we have heard from many of you that you are concerned about being out of work. Our intent is to continue operating, in keeping with our understanding of applicable law and the guidance provided by public health authorities, for as long as we are permitted to do so.

Your safety is important to us. As we continue to take preventive measures, please remember to continue to wash your hands, use hand sanitizer, wipe down work surfaces and maintain social distancing to the extent possible. Also, notify us if you are unable to work because you are sick or for other reasons related to the coronavirus (e.g. quarantine, isolation, care for a sick family member, childcare issues relating to school closings, etc.).

If you have questions about this communication, please speak with a member of management or Human Resources.