

# Sample Letter For 'Essential' Employees

As state, county and municipal governments issue shelter-in-place orders, your employees may face questions in driving to and from work. Many industries who are deemed “essential” by the U.S. Department of Homeland Security are providing letters to their employees to assist them in answering questions while traveling to and from work.

Below is a draft of a letter to use as your company determines is necessary. Please print on your company letterhead and complete with the date, employee’s name, company information and contact before distributing to employees. This letter is no guarantee that your employees will be allowed to travel by local authorities.

If you have questions or other needs, please contact the AHMI office.

2020 ESSENTIAL CRITICAL INFRASTRUCTURE WORKER

[DATE]

To whom it may concern:

This letter identifies \_\_\_\_\_ as an Essential Critical Infrastructure Worker who works at \_\_\_\_\_, located at \_\_\_\_\_.

U.S. President Donald Trump’s Coronavirus Guidance for America states that “If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule.”

Furthermore, in accordance with the President’s mandate, and in collaboration with other federal agencies and the private sector, the Cybersecurity and Infrastructure Security Agency (CISA) of the U.S. Department of Homeland Security (DHS) developed a list of “Essential Critical Infrastructure Workers” that identified as essential the following category:

- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products

The employee whose name appears above is asked to maintain his or her normal work schedule in order to maintain proper operations of our forest products company, which has been designated as part of our nation’s critical infrastructure. As a result, the holder of this letter must be able to travel to go to and/or from work throughout the day and night.

Therefore, I request that you please allow this forest products worker to continue to travel to and from his/her place of employment in accordance with his/her status as an Essential Critical Infrastructure Worker for the duration of this national/state emergency.

Please contact \_\_\_\_\_ at \_\_\_\_\_ should you have any questions regarding this letter.

Thank you,

[INSERT NAME]

[INSERT TITLE]