RE:  COVID-19 Response
Essential Critical Infrastructure Workers

To Whom It May Concern:

[Company] is a national professional services firm headquartered in [Location] that provides engineering, environmental, geospatial, and related services for design, maintenance and construction of our Nation's Critical Infrastructure. As such, [Company] provides critical services within the commercial facilities, communications, energy, government facilities, food and agriculture, healthcare and public health, information technology, transportation, and water and wastewater market sectors, among others.

The Department of Homeland Security, through its Cybersecurity and Infrastructure Security Agency (“CISA”), recently issued a memorandum titled “Guidance of the Essential Critical Infrastructure Workforce.” In this Guidance document, CISA reaffirmed that continued operation of the above-listed market sectors is vital to the nation’s ability to respond to the current pandemic emergency.


In addition, on [Date] issued Emergency Orders [Order 1] and [Order 2] (the “Orders”). The Orders are consistent with the CISA Guidelines with respect to what constitutes Critical Infrastructure. The Orders further specifically define businesses providing architectural, engineering, or land surveying services as “critical businesses,” which...
further confirms that ____________’s employees and services are exempt from the restrictions of the County Orders.

The holder of this letter is employed by _____ and is currently performing services that are essential to the health, safety, and security of our Nation, and is therefore exempt from any local, state, and/or federal restrictions on travel or work outside of the home, which have been imposed in connection with pandemic control measures. Consistent with the aforesaid laws and regulations, this employee is required to continue performing her/his regularly scheduled work activities for ______. In performance of these work activities, this employee and _____ intend to comply with the practices recommended by the Centers for Disease Control and Prevention.

If you have any questions regarding this individual's exemption, please contact ______________ Corporate Counsel, at ________________________.

Sincerely,

______________________
CEO

Letter prepared by (Law Firm)