**Sample documents for Essential Worker travel during Stay at Home Work Orders**

**Email to Employees:** (this should be put in a company email)

You’ve recently heard much about state Governors issuing “Shelter-in-Place” orders for City/County/State. Attached is a Travel Authorization.  This document should be used by any associate required to travel (due to job responsibilities) to their branch or customer/ site location during a shelter-in-place period.  Please print the attached letter, keep on your person and present if government authority or customer requests it.

* **Why will ABC Company continue to operate?** ABC serves a unique customer base.  Many of our customers support critical infrastructure that must remain operational in our communities during challenging times.  Out of concern, many of our customers have inquired if ABC Company will be operating during this period.
* **How is ABC Company able to operate during a shelter-in-place order?** ABC Companyhave been deemed an “essential business” operating in a critical industry as defined by the Department of Homeland Security.  This designation provides us the authority to maintain our operations and continue to serve our customers.

Thank you for everything you are doing to protect your health and move our organization forward.

**Sample (1) Letter Body:**  (This should be put on Company Letter Head**).**

RE: Critical Industry Employee Authorization to Travel

To: Whom It May Concern:

The holder of this letter is a critical infrastructure worker serving an essential business.

Pursuant to Government Agency Directive/ Proclamation, ABC Company is a critical infrastructure supplier to the area/location, designated by the Directive / Proclamation whose operations provide essential services. This document certifies that this vehicle is engaged in essential activities within a sector that has been designated as critical infrastructure, the continued operation of which is vital for security, national economic security, national public health, and safety.

As such, the individual in possession of this letter is a "critical infrastructure industry employee" of the community and should be considered exempt from state and local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions.

Pursuant to the above, this individual is authorized to travel to and from my workplace to and from locations pursuant to the job duties to support critical infrastructure sectors. Should you have any questions concerning this letter, please contact Company Management contact information.

**Sample (2) Letter Body:**  (This should be put on Company Letter Head**).**

RE: Critical Industry Employee Authorization to Travel

To: Whom It May Concern:

This Authorization to Travel indicates that <employee’s first and last name> is considered essential operations for <full name of company>. Please allow this employee travel for all essential business operations of <full name of company> or any of its affiliates or subsidiaries. As an authorized employee, <employee’s first and last name> will be able to produce a valid driver’s license and <full name of company> work identification.

* This letter is valid from June 1, 20 through May 31, 20 <1 year max>.

Thank you for your cooperation. For validation purposes, please contact <name of employee’s supervisor or 24-hour contact> at <phone number of employee’s supervisor or 24 hour contact>.

**Sample (3) Letter Body:**  (This should be put on Company Letter Head**).**

This letter serves to confirm that the individual is a \*MSP NAME\* employee. \*MSP NAME\* is an industry that provides operations services to essential services and businesses. In compliance with the City of \*YOUR CITY\* executive order \*ORDER\*, section \*SECTION\*, \*MSP\* is a business that supplies “other essential businesses with the support or supplies necessary to operate”.

This individual will need to move between his or her home, our main office at the address above, and essential businesses, which are our clients. Our employees are instructed to observe social distancing rules of 6ft of separation when at client sites. This employee can display their identification badge upon request to confirm their employment.

If you require additional confirmation of employment, or information, please contact me management contact information.