

NOTE: This draft letter is provided as guidance to the business community for use as they determine.

SAMPLE LETTER

[Use Company Letterhead with address and phone number]

DATE

Reference: COVID-19 Executive Order 20-91

To Whom It May Concern:

Employee Name: _

Employee Address: _

The individual named above is an employee of [COMPANY NAME] that provides essential services as declared by the State of Florida's Governor in Executive Order 20-91. This employee was provided this letter by their employer as proof of employment for travel to and from work and other duties as assigned for the purposes of their employment as an essential critical infrastructure worker. This individual is engaged in [*work type - (Suggest using one of the categories from the Homeland Security list)*].

On March 28, 2020, the U.S. Department of Homeland Security, Cyber Security and Infrastructure Security Agency issued updated "Guidance on the Essential Critical Infrastructure Workforce". It is therefore the policy of the United States government that these industries continue to function with minimal disruption in the event of an emergency. On April 1, 2020, the Governor of Florida issued Executive Order 20-91 adopting in total the Department of Homeland Security's list of Essential Critical Infrastructure Workers exempt from the same Order's limitation of movements outside their homes to those necessary to obtain or provide necessary essential services or conduct essential activities.

As such, the individual in possession of this letter is a "critical infrastructure industry employee" and should be considered exempt from any state or 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, and the critical materials conveyed, if any, should be permitted to proceed. We ask that you allow this individual to continue with his or her job in the interest of providing essential [INSERT DESCRIPTION OF SPECIFIC SERVICES PROVIDED HERE] to service essential businesses and promoting public health.

We appreciate your assistance. Please reach out with questions or concerns.

Thank you,

SIGNATURE