**ESSENTIAL EMPLOYEE VERIFICATION**

Date: March 24, 2020

**INSTRUCTION TO ALL [insert company] EMPLOYEES**

* Keep this letter with you at all times.
* If you are stopped by law enforcement, show them this letter.

**TO WHOM IT MAY CONCERN**

As a leading supplier of residential and commercial water treatment, the operations of [insert company] are critical to helping combat the further spread of COVID-19 during this national emergency. As a manufacturer and supplier of water treatment equipment to homes as well as commercial institutions including healthcare facilities, nursing homes, and emergency facilities, [insert company] has been designated as an Essential Business and/or Supplier for Essential Businesses by governments enacting shelter-in-place orders such as the State of Wisconsin[[1]](#footnote-1) and as part of the critical infrastructure by the Department of Homeland Security.[[2]](#footnote-2)

Please be aware that [insert company] employees are therefore considered “Essential Critical Infrastructure Workers” and should be considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions, which would inhibit their ability to freely carry out their duties as a [insert company] employee, including traveling to, returning from, or otherwise performing work-related functions.

Accordingly, [insert company] requests that you allow this individual to continue with the performance of his or her job so that they may continue to provide services essential to the combating further spread of COVID-19 and enforcing the existing shelter-in-place orders that are being enacted across the country.

Please call [insert phone number] immediately with any questions or concerns.

**Sincerely,**

**[insert company]**

1. See e.g., <https://content.govdelivery.com/attachments/WIGOV/2020/03/24/file_attachments/1409408/Health%20Order%20%2312%20Safer%20At%20Home.pdf> (State of Wisconsin, March 24, 2020) [↑](#footnote-ref-1)
2. See <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>; [↑](#footnote-ref-2)