

[INSERT DATE]

To Whom it May Concern:

[INSERT EMPLOYEE NAME] (“Employee”) is employed by [INSERT COMPANY NAME] (“Contractor”) to perform construction services onsite at various Essential Infrastructure and/or Essential Manufacturing projects. In a memorandum issued March 19, 2020, the Cybersecurity & Infrastructure Security Agency (CISA), a department of the U.S. Department of Homeland Security, provided a list of “Essential Critical Infrastructure Workers” to provide guidance to State and local officials of critical infrastructure services and functions “that should continue normal operations, appropriately modified to account for Centers for Disease Control (CDC) workforce and customer protection guidance.” Those individuals involved in “working construction” are specifically included in the list of essential services.

During any time away from home, this Employee is instructed to comply with the following “Social Distancing” requirements: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. In addition, this Employee is advised by Contractor to avoid gatherings of other individuals on any project site or during any field activity of more than [INSERT NUMBER] persons.

This employee will respect local and State mandates not to work in locations where construction work has been specifically banned by such authorities, but they may need to travel through such locations in their efforts to relocate manpower to construction sites where essential work is not restricted.

If you have any questions regarding this Authorization, please contact Contractor’s [CEO, COO, or In-House Counsel], [INSERT NAME OF COMPANY’ RESPRESENTATIVE] at [INSERT TELEPHONE # AND EMAIL ADDRESS].

Sincerely,
[COMPANY NAME]

[INSERT NAME OF COMPANY’S REPRESENTATIVE]
[INSERT TITLE: CEO, COO, or In-House Counsel]