A close up of a sign

Description automatically generated

*Members:*

*With the increasing number of areas being placed into “shelter-in-place” restrictions, we recommend that you proactively prepare and provide your employees with a travel letter that they can present to authorities if stopped/questioned. Please use letterhead that identifies your business and includes your location’s address. In the body state something simple, such as:*

**Travel Letter:**

[Employee Name] is an employee of [name of your entity], which owns and operates a BUSINESS NAME located at [address of your school/Office location]. This business provides [DESCRIBE SERVICES] and is defined as an “essential service” under the current restrictive Executive Order 2020-12, applicable for this area. The Governor’s Executive Order stated that the industry in which this individual works performs an essential function that promotes the public health, safety and welfare of the state or assists others fulfilling such functions.

Therefore, this individual generally should be considered exempt from local restrictions when reporting to, returning from, or performing his or her work functions.  If confirmation of employment or additional information is required, please contact [name and contact information].

Thank you,

[Signature]