

Note: This document is a general example. It is not a substitute for experienced legal counsel. For use in practice, it is highly recommended that experienced employment counsel review and revise this example pursuant to the circumstances of each specific employer. This letter should be printed on letterhead. Scan and email letter to workers so that they have it on their phones as well as providing paper copy, if possible.

To: Employee of [company name]
From: [Name & Title of Owner or Highest Officer]
Date: 3/20/2020
Subject: Essential Employee Status during State of Emergency

On March 16, 2020, President Trump declared that:

If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule.

As a healthcare worker, you are deemed an essential employee expected to maintain your normal work schedule during the current State of Emergency. Similarly, on March 19, 2020, the United States Cybersecurity and Infrastructure Security Agency issued a “Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response” and identified healthcare and all caregivers, like yourself, as “essential to continued critical infrastructure viability.” All state and local shelter-in-place ordinances exempt you from their restrictions while you are performing your duties as a caregiver. We thank you for your service to our clients at this critical time.

Law Enforcement Agencies: The bearer of this notice is providing health and/or home care services as a caregiver. His or her ability to travel to our client’s homes is essential to provide health and/or home care and life sustaining services for at risk people including the elderly and disabled. We request that Law Enforcement Officials respect this essential employee status and permit this person to travel, as necessary, to perform healthcare and/or home care services during this State of Emergency.

For verification of employment or other questions, please call (xxx) xxx-xxxx

[insert formal signature block of owner or highest company officer]