**(DATE)**

Dear **EMPLOYEE (INSERT AGENCY):**

On March 19, 2020, the governor released an [Executive Order N-33-20](https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf).  The California State Public Health Officer and Director of the California Department of Public Health is **ordering all individuals living in the State of California to stay home or at their place of residence**, except as needed to maintain continuity of operation of the [federal critical infrastructure sectors](https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19), critical government services, schools, childcare, and construction, including housing construction.

On March 19th, 2020 the United States Department of Homeland Security, Cybersecurity and Infrastructure Security Agency (CISA) Issued the “Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response.” This Memorandum identifies sixteen (16) infrastructure sectors that are essential to continued critical infrastructure viability. The Memorandum identifies *“workers who support food, shelter, and social services, and other necessities of life for disadvantaged or otherwise needy individuals, such as those residing in shelters”* as a critical workforce.

**(INSERT AGENCY)** provides both critical social services and child care**. (OPTION TO INCLUDE and is the 2-1-1 Health and Human Services Information and Referral provider for (INSERT COUNTY)).** As suchemployees are considered an essential service during the COVID-19 crisis.

As various states, counties, municipalities and federal authorities implement curfews and shelter-in-place orders, operations and services will continue to provide critical social supports and resources needed to keep fragile communities and personnel as mandated or required.

**(INSERT AGENCY)** will remain open in a modified capacity, limit public face-to-face visits and continue to enforce social distancing with employees. We will continue to communicate regularly with our local County Public Health and will closely follow CDC and other government guidelines regarding COVID-19 to ensure we are up-to-date on the most recent information.

Please retain a copy of this letter in the vehicle you take to and from work. In the event you are questioned by law enforcement, National Guard, etc. this letter will serve as authorization for your travel to and from work. If any further questions or concerns should arise please reach out to: **(INSERT CONTACT)**

Sincerely,

**CEO/Executive Director**

**(AGENCY)**