**SAMPLE LETTER FOR EMPLOYEES DEEMED CRITICIAL INFRASTRUCTURE WORKERS**

As was reported by MPA/MACS, [Governor Whitmer](https://www.gongwer.com/programming/bio.cfm?nameid=60101) put in place a stay at home order to slow the spread of COVID-19.  Within her Executive Order (2020-21) was a requirement for employers to notify employees that are deemed critical infrastructure workers.  Businesses must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation. Businesses must make such designations in writing, whether by electronic message, public website, or other appropriate means. Such designations, however, may be made orally until March 31, 2020 at 11:59 pm.  Below is a sample letter that can be used and given to employees. Letter should be placed on company letterhead and fill in name of employee and company name where applicable.

To Whom It May Concern:

[Employee Name] is an employee at a business deemed essential by the United States Government. Therefore, this individual must be allowed to engage in activities necessary to their job, including travel to and from work, regardless of the time of day.

As an employee of [Company Name], this individual works within an industry classified under Michigan Governor Whitmer’s Executive Order 2020-21, more specifically by the Department of Homeland Security (DHS) as a Critical Infrastructure Sector in its March 16, 2020 Guidance. [Company Name] is covered by multiple Critical Infrastructure exemptions as a member of an industry in the Food and Agriculture, Energy, and Transportation Sectors.

It is federal policy that this individual is allowed to carry out their duties as an employee of [Company Name]. This individual should be considered exempt from state and local orders impacting businesses and their employees—including curfews, stay-at-home requirements, and other restrictions limiting an employee’s ability to perform their work functions.

We respectfully request, in the interest of public safety and security, that you allow this employee to continue their duties.  If you have any further questions, please contact [Company Designee] at [Contact Information].

Sincerely,

[Signature]

[Company Designee]

[Designee Title]

[Company Name]