

[Employee Name]
[Address]

Subject: Designation of Critical Infrastructure Worker

Dear [Employee Name]:

Under the Governor's executive order 2020-21, "[n]o person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations." Those workers who are "necessary to sustain or protect life" are considered "critical infrastructure workers" under the Governor's executive order. The Department of Homeland Security's Director of the U.S. Cybersecurity and Infrastructure Security Agency has provided guidance on who constitutes a "critical infrastructure worker," and that guidance states that "[r]estaurant carry-out and quick serve food operations – Carry-out and delivery food employees" are considered critical infrastructure workers.

Therefore, consistent with the Governor's executive order, we are designating you as a critical infrastructure worker and you may continue working your schedule as we have discussed. During the term of the Governor's executive order, you are to keep a copy of this letter in your possession when traveling to and from work to evidence your status as a critical infrastructure worker. Further, you are to, at all times, adhere to the emergency policy that we have adopted and that is attached to this letter during the term of the executive order.

Please contact us if you have any questions.

Sincerely,

[Employer]