Transit Letters for Employees of Essential Critical Infrastructure

Compilation of letters and cards delivered to company employees of manufacturers deemed essential during state and county shut down orders

DRAFT
Report Disclaimer

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In response to the recent outbreak of COVID-19 across the United States and the globe, MAPP’s leadership team worked to generate this compilation of letters employers can deliver to employees to prove to authorities that they are employed for an essential business and are therefore able to travel to and from work.

All the documents included in this compilation have been submitted by a US-based plastics processor who is located in a state that is under a Stay-At-Home order. These have been scrubbed of all company-identifying information so they can be easily replicated by others. You should include this on company letterhead and with a company logo.

While each document is slightly different, best practices recommend that you include the following in your company’s letter for employees.

- Reference the Governor’s Order
- Explicitly identify your company is an essential business
- Identify what your company is doing that is essential. This could include what you are making and what other industries you are servicing. Example: “We are critical because we supply plastic components to the medical industry.”
- Identify why that employee is deemed essential
- Express that your organization is complying with CDC recommendations
- Signed by a company executive and include their contact information
- Include contact information of your legal team if you have it

It is important to keep in mind that this is a working document, and the benchmarking team will continue to update and add changes and new policies as they come.

If you have questions, want to add to this document or need assistance, please contact the office directly at 317-863-4072 or email info@arpminc.org
Dear NAME,

Company is a critical link in North America’s medical and defense supply chain, and we must keep products moving in and out of our warehouse. It is crucial that we continue to get these products to our customers in a safe, timely and effective manner. This means every one of us located in our three production facilities are all considered essential workforce.

EMPLOYEE NAME, CFO and VP of Operations, has been designated as “employee of an essential life-sustaining workforce”.

As states, counties, local and federal authorities implement curfews and shelter-in-place orders essential associates will be permitted to continue working. We will keep our facilities open and continue to follow CDC and other government guidelines regarding COVID-19 to make sure we’re also doing the right thing to keep our employees healthy and safe.

Keep this letter and your COMPANY Badge in the vehicle that you take to and from work. In the event you are stopped on your way to/from work, by law enforcement, National Guard, etc. show them this letter and explain that you are an employee of an essential workforce and should be permitted to proceed. If you are not permitted to proceed please call one of these numbers for assistance:

- CFO / VICE-PRESIDENT OF OPERATIONS: NAME / 555-555-5555
- OFFICE MANAGER: NAME / 555-555-5555
- PRODUCTION MANAGER: NAME / 555-555-5555

Thank you for all your hard work every day. We are at the forefront of support for our Country, and Medical Device customers, during what has become a tremendous and unprecedented event in our world’s history. COMPANY is making a huge difference because of our employees and your unwavering commitment to our mission and our customers. It is recognized and greatly appreciated.
March 25, 2020

DESIGNATION AS CRITICAL INFRASTRUCTURE WORKER

To Law Enforcement Officials & Others Whom It May Concern:

The holder of this letter is an employee of COMPANY or a temporary employee assigned to work at our CITY, STATE facility. Given the nature of this employee’s job, it is business critical and requires the employee to be on-site.

COMPANY, a manufacturer of critical medical devices, including ventilators and cardiac monitoring equipment, and critical defense components, is exempt from State or local government orders of community restriction, access management, social distancing, stay-at-home, or closure directives.

Although many of our employees are working from home, certain positions cannot be performed remotely and are necessary for COMPANY to fulfill its critical manufacturing infrastructure operations. Please allow this employee, a Critical Infrastructure Worker, the ability to travel to work so they can continue their important role in maintaining the nation’s medical device and defense supply chain.

Sincerely,

Executive Vice President
To Whom It May Concern:

COMPANY is considered an ESSENTIAL CRITICAL INFRASTRUCTURE company. We produce multiple medical components which are currently being used for Coronavirus testing.

COMPANY has implemented and is following CDC guidelines for sanitizing, social distancing, & frequent hand washing. We will continue to monitor this closely.

Our employee, ________________, is an essential member of our team and must report to work regularly.

Should you have any questions regarding this self-certification please contact NAME, President, 555-555-5555 or email@email.com

Thank you. Stay Well!

President
To whom it may concern:

The bearer of this letter is an employee of Company.

Pursuant to the Governor of Connecticut's Executive Order 7H, Ensinger is an essential business.

Please be aware that COMPANY is a manufacturer of high performance injection molded and machined components, used in a variety of critical applications and industries. These industries include: Medical Equipment & Supplies, Food & Beverage Processing, Analytical Laboratory Equipment, Oil & Gas Exploration and Production, Semiconductor, Industrial Machinery, Construction and Transportation.

If you wish to verify the employment status of the bearer of this letter or for further information about Ensinger, please do not hesitate to contact NAME, Human Resources at 555-555-5555.

Thank you for your cooperation during the COVID-19 crisis as we work together as a community to thwart this pandemic.

General Manager
To Whom It May Concern

The Massachusetts “Stay at Home” Advisory as announced by Governor Baker on March 23, 2020 applies to “Non-essential Businesses.”

Based on directives from the U.S. Department of Homeland Security / CISA and The State of Massachusetts, operations at COMPANY located at ADDRESS are essential due to the following:

HEALTHCARE / PUBLIC HEALTH / HUMAN SERVICES
Manufacturers, technicians, logistics and warehouse operators, and distributors of or necessary to the supply chain of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies,

CRITICAL MANUFACTURING
Workers necessary for the manufacturing of materials and products needed for medical supply chains including personal protective equipment and hygiene products, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

DEFENSE INDUSTRIAL BASE
Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

For these reasons, and direct communication from our Healthcare, Aerospace/Defense, Energy and Diagnostics customers, COMPANY is an essential business, and therefore its continued operations and employees are not subject to the “Stay at Home” Advisory.

The bearer of this document is an active employee of COMPANY, and shall be permitted to travel/work at COMPANY’s facility during this time.

Please contact COMPANY at 555-555-5555 if you have any questions regarding this authorization.

Sincerely,
Defense Industrial Base Essential Critical Infrastructure Workforce

To Whom It May Concern:

COMPANY provides essential support to the nation’s defense and medical infrastructure and is therefore exempt from any shelter-in-place order under federal law. As a part of the Defense Industrial Base, COMPANY is also exempted by the explicit items of many such orders. The person carrying this letter performs work for COMPANY, a business that provides support and/or supplies critical products or services necessary in maintaining the “critical infrastructure” of our nation.

Presidential Policy Directive 21 (PPD-21) designates the Defense Industrial Base as a critical infrastructure sector whose assets, systems, and networks are considered so vital that their incapacitation or destruction would have a debilitating effect on security, national economic security, and national public health, or safety.

The President’s Coronavirus Guidance published on March 16, 2020, infrastructure employees of critical infrastructure industries, such as the Defense Industrial Base, to maintain as near-normal as possible work patterns during the global coronavirus outbreak.

This document certifies that this individual is necessary for Defense Industrial Base operations within a sector that has been designated as critical infrastructure.

Accordingly, in light of the President’s Coronavirus Guidance, it is appropriate to allow this individual to proceed to and from work in the interests of protecting the nation’s infrastructure.

Best Regards,

Corporate President
March 23, 2020

To whom it may concern,

As of the date of this letter, COMPANY is an essential life-sustaining business. We are allowed to continue operations under the following categories cited by Governor Wolf:

“Plastics and Rubber Manufacturing” We mold plastic parts. This is our primary manufacturing function.

“Aerospace Product and Parts Manufacturing- defense industrial base per CISA advisory” We make molded parts for various DOD projects.

“Medical Equipment and Supplies Manufacturing” We mold components of disposable medical devices which prevent the spread of viruses for hospitals and first responders.

“Pharmaceutical and Medicine Manufacturing” We mold production packaging for pharmaceutical ingredients.

If there are any questions, please contact me.

Best Regards,

President
(office/cell #)
On a laminated card for employees:

Jane Doe, EE# 316234 is an essential employee of COMPANY. Our primary business is plastic product manufacturing in the Medical Device and Pharmaceutical packaging industry. We produce plastic products for the medical field that range from respiratory care to emergency surgeries. Our products are critical and essential to battling the COVID-19 virus.

According to the list of Life Sustaining businesses issued by Gov. Tom Wolf’s order regarding the COVID-19 Virus, COMPANY is classified as a company that may continue physical operations.

We are also assessing this situation daily. COMPANY has adopted the CDC and OSHA/HHS Guidelines for preparing workplaces for COVID-19.

NAME, President / #
To Whom It May Concern:

This letter is to certify that EMPLOYEE is an employee of COMPANY.

COMPANY has been designated as an, “Essential Business”, by the Governor of Indiana, Eric Holcomb. COMPANY supplies drug delivery devices; components for Covid-19 testing kits, and other components deemed essential by Governor Holcomb.

Please allow this person to proceed.

Thank you for your consideration.

Please contact me if you need more information.

President

Phone Number
To Whom It May Concern:

EMPLOYEE NAME is currently employed at COMPANY located at ADDRESS.

COMPANY, supplies critical materials, products, components and parts to the Pharmaceutical manufacturing and Medical Device manufacturing industries, Department of Defense and other essential industries including Food and Beverage, Aerospace, Automotive and IT.

- As such, COMPANY and its works qualify under the operations of the FEDERAL CRITICAL INFRASTRUCTURE SECTORS OUTLINED HERE: https://www.cisa.gov/critical-infrastructure-sectors

- The Order (N-33-20) states that the government has identified 16 critical infrastructure sectors whose assets, systems and supply chains are considered vital to the US; destruction would have debilitating effect on security, economic security, public health or safety or combination of above

COMPANY will remain open AND has taken the appropriate actions to both address the health of our employees while also ensuring our critical functions remain operational to support our customers. It is essential that COMPANY’S manufacturing operations continue and therefore we are working closely with our suppliers to reduce the potential negative impact on the supply chain of the Health Care Industry during the COVID-19 Pandemic. We are adhering to CDC recommendations and daily re-emulating to provide our team with the safest environment possible. During this challenging time if you have any questions please feel free to contact me directly at 555-555-5555.

Sincerely,

NAME

COMPANY
March 24, 2020
To Whom it May Concern,

March 24, 2020, County Executive issued a “Stay-at-Home” Order for County in response to the COVID-19 virus outbreak. As the United States continues to react to the COVID-19 Pandemic, multiple states including Pennsylvania have issued similar Executive Orders to shut down non-essential businesses.

The Pennsylvania government as well as the County authorities have issued a list of business segments and industries that are deemed essential. In this list under the classification of Manufacturing, companies that produce plastic components have been listed as exempt from these shut down orders.

Since the time that states have begun issuing these closures, COMPANY has continuously received documentation from the various customers they serve stating that they are part of an essential supply chain. These letters reference both the fact that we serve the medical and defense industries.

As a result, we remain open and operational to fulfill the demands of our customers and, ultimately, the end-user and end-consumer.

We continue to monitor the latest and most accurate information on the virus through the Centers of Disease Control (CDC), as well as the responses by our Local, State, and Federal Governments. COMPANY will continue to stay abreast of and abide by the proclamations issued regarding the COVID-19 pandemic.

If you have any questions or concerns, please do not hesitate to contact COMPANY by calling 555-555-5555

Thank you in advance,

Director of Molding Operations
March 23, 2020

To Whom It May Concern:

This letter serves to identify the bearer as an employee of COMPANY in the state of Indiana and to ensure that the employee can travel to and from work. COMPANY is a manufacturer of products for the medical, transportation and food industries required to maintain the uninterrupted operation of the United States food, logistics, manufacturing and medical sectors during the COVID-19 pandemic. Therefore, the bearer of this letter is an “Essential Critical Infrastructure Worker” as set forth in the guidance by the Director of U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency dated on March 19, 2020.

The employee presenting this letter can confirm their employment with COMPANY by showing you our Employee Call-In Number card. This letter is provided to ensure employees can travel to and from work as employees of an Essential Business that is a key part of the supply chain of Essential Businesses.

For further information you can contact me at 555-555-5555

Sincerely,

General Manager
COMPANY - ESSENTIAL MANUFACTURING FUNCTIONS

The person bearing this letter is employed by COMPANY, a manufacturer of tamper-evident security seals for several essential business types, including –

• Federal, State, and Local Government
  o Law Enforcement
  o Corrections
  o Department of Health
• Hospital and EMS
• Pharmaceutical Manufacturing
• Farm and Agriculture
• Food Producers and Sellers
• Military
• Corrections
• Shipping

Per current guidelines, COMPANY is exempted from State work reduction orders.

If there are any questions regarding this status, please call COMPANY at 555-555-5555.

Thank you,
President
March 24, 2020

To whom it may concern:

COMPANY is a supplier to healthcare and department of defense companies and based on the federal and state guidelines meets the requirements of an Essential Business.

COMPANY has contractual obligations to supply product, while managing the impact of COVID-19.

The work that the company does under contract with these customers requires COMPANY continued operations of government agencies and provide for the health, safety and welfare of the public. The President's recently issued guidance to dealing with COVID-19 states that work in support of the critical infrastructure of the United States, which includes work performed by defense contractors and healthcare industries should continue in the interest of national security.

Our plant produces part three shifts per day and is producing parts that are vital to the country's medical supply and national security industry. It is vital that all employees, unless there is a valid reason for being excused from work.

If there is any concern regarding travel to or from work during the COVID-19 emergency, please don't hesitate to contact me.

Best regards and stay safe,

President/CEO
C: 555-555-5555
Re: Coronavirus – COVID-19 / Manufacturing Exemption

Dear Officer or Official,

I, ____________________ work for the following company, who’s Manufacturing work is considered essential to State’s mission in the fight against and the recover from COVID-19.

COMPANY
ADDRESS
(555) 555-5555

All manufacturing, industrial, logistics, ports, heavy construction, shipping, food production, food delivery, and other commercial operations may continue operating, but as explained above, they should limit staff on site to the minimal number to ensure that essential operations can continue.

This letter has been provided to me by my employer to abide by guidelines outlined in Executive Orders #107 & #108, which allows me to travel to my place of employment during this time.

Please feel free to contact the undersigned with any additional questions or comments.

Regards,

General Manager
March 23, 2020

RE: COVID-19 // Employee of a Life-Sustaining Business

To whom it may concern:

The individual carrying this letter works for COMPANY, a plastics product manufacturing company identified as a life-sustaining business within the state of Pennsylvania.

COMPANY remains committed to supporting global supply chains for critical industries, including but not limited to: medical device, power generation, water and wastewater management, etc.

This employee is required to be on-site for continuity of manufacturing operations at one of the following COMPANY locations:

- ADDRESS
- ADDRESS

If you have any questions or concerns, please call COMPANY'S main line (555-555-5555) and ask for the Human Resources department.

Thank you,

Corporate Vice President
March 25, 2020

The person presenting this note to you is an employee of COMPANY.

COMPANY manufactures products that go into critical, life-saving medical devices for more than a dozen medical customers in the STATE and throughout the world. Some examples are shown below:

![Infusion pump used in Hospitals](image1)
![Laparoscopic Surgery Device](image2)
![DaVinci Surgical Robot](image3)

As such, COMPANY is deemed an Essential Business in accordance with the US Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) definitions.

As an Essential Business COMPANY is required to continue full 24-hour operations.

The person presenting this note to you is also essential to our operations and is required to travel to and from work in support of those operations.

COMPANY has a COVID-19 policy in place that ensures compliance with all the latest best practices for social separation, workplace cleanliness, and personal health hygiene.

If you need any information or documentation, above and beyond this letter, please reach out to me or our HR Manager, (Cell: 555-555-5555) at any time.

Thank you for your partnership and commitment to public health and safety.

| President and CEO  
COMPANY  
Cell: 555.555.5555