*March 25, 2020*

*To Whom It May Concern:*

*As you are aware, Gov. Scott recently issued an order that all workers in non-essential businesses in Vermont stay home until further notice. This is to advise you that the individual carrying this letter is employed by* ***[Business Name] located at [this/these] sites:***

* ***[Business Address]***

*[Business] is a subsidiary of [Name of Subsidiary] (remove if not applicable)*

***[Business Name]*** *provides products or services to essential businesses and/or critical infrastructure sectors as follows:*

**Description of Critical Business Operations:** [Insert 2-3 sentence description of business. Include NAIC Code]

**Essential Business Category** [delete all sections that do not pertain to your industry]

* + Para. 5:  Businesses and entities providing services or functions deemed critical to public health and safety, as well as economic and national security shall remain in operation
  + Para. 6.a: critical to public health and safety, as well as economic and national security – health care operations such as COVID-19 testing and clinical research, hospital personnel and other healthcare providers, laboratory services, caregivers, logistics, technology, security and custodial support, blood and plasma donors and mortuary support
  + Para. 6.b: critical to public health and safety, as well as economic and national security – law enforcement, public safety and first responders, including fire, ambulance services, emergency medical technicians and emergency management personnel
  + Para. 6.c: critical to public health and safety, as well as economic and national security – critical infrastructure including utilities, telecommunication, airports and transportation infrastructure
  + Para. 6.d: critical to public health and safety, as well as economic and national security – construction necessary to support the COVID-19 response and maintain critical infrastructure
  + Para. 6.e: critical to public health and safety, as well as economic and national security – critical manufacturing, including food and animal feed manufacturing, processing and supply, pharmaceuticals and other manufacturing necessary to support the COVID-19 response as well as economic and national security
  + Para. 6.f: critical to public health and safety, as well as economic and national security – retail serving basic human needs such as grocery stores, pharmacies, other retail that sells food, beverage, animal feed and essential supplies, provided these retail operations shall be conducted through on-line and telephone orders for delivery and curb-side pickup to the extent possible
  + Para. 6.g: critical to public health and safety, as well as economic and national security – fuel products and supply
  + Para. 6.h: critical to public health and safety, as well as economic and national security – hardware stores, provided, these retail operations shall be conducted through on-line and telephone orders for delivery and curb-side pickup to the extent possible
  + Para. 6.i: critical to public health and safety, as well as economic and national security – transportation sector and agricultural sector equipment parts, repair and maintenance, provided these retail operations shall be conducted through on-line and telephone orders for delivery and curb-side pickup to the extent possible
  + Para. 6.j: critical to public health and safety, as well as economic and national security – trash collection and disposal, recycling and operations and maintenance of drinking water and wastewater/drainage infrastructure
  + Para. 6.k: critical to public health and safety, as well as economic and national security – agriculture and farms, animal shelters, production and delivery of seed, chemicals and fertilizers, CSAs and veterinarians
  + Para. 6.l: critical to public health and safety, as well as economic and national security – lodging, to the extent required to support COVID-19 response, critical infrastructure and national security
  + Para. 6.m: critical to public health and safety, as well as economic and national security – other buildings and property services for the safety, sanitation and operations of residences or other businesses
  + Para. 6.n: critical to public health and safety, as well as economic and national security – mail and shipping services
  + Para. 6.o: critical to public health and safety, as well as economic and national security – news media
  + Para. 6.p: critical to public health and safety, as well as economic and national security – banks and related financial institutions, provided, however, routine retail banking operations shall be limited to transactions conducted through automated teller machines, drive-through services and online and telephone services
  + Para. 6.q: critical to public health and safety, as well as economic and national security – providers of necessities and services to economically disadvantaged populations
  + Para. 6.r: critical to public health and safety, as well as economic and national security – other vendors of technical, security, logistics, custodial and equipment repair and maintenance services necessary to support the COVID-19 response, critical infrastructure and national security

*As such,* ***[Business Name]*** *is continuing to operate with only the staff required to maintain these essential operations. The employee in possession of this letter is part of the minimum required staff and is vital to the ongoing manufacturing and production of products and services related to this critical business function.*

*If you have any questions, please don’t hesitate to contact me at [Phone #] or at [Email].*

*Regards,*

*[Name]*

*[Title]*

*[Business]*

*[Address]*