

Below is a sample letter that you can use for employees who are driving on the roads after curfew, or during periods where the government has banned people from being on the roads. Have the employee carry this letter and a copy of the order/proclamation with them in their vehicle.

INSERT COMPANY LETTERHEAD/LOGO

INSERT DATE

Per the order/proclamation number XXXX from Governor XXXX and guidance from the Department of Homeland Security, food and agricultural businesses, including animal food, are deemed essential and part of the critical infrastructure therefore exempt from any limitations to INSERT LIMITATION (for example, being on the road after hours, facility being open, etc.).

INSERT COMPANY NAME, located at INSERT ADDRESS, employees Mr./Ms. INSERT EMPLOYEE NAME at our facility. He/She is (insert what they are doing, driving during periods where people are not supposed to be on the roads, etc.) due to his/her employment with INSERT COMPANY NAME.

If you have questions, please contact me at INSERT PHONE/CELL PHONE.

Sincerely,

INSERT NAME OF EXECUTIVE

INSERT JOB TITLE