This is a DRAFT that can be used as a template letter which can be provided to employees who are who are traveling to and from work (or traveling as part of work) during the “Shelter in Place” Emergency Order issued by Governor Kemp on April 2, 2020.

INSERT COMPANY LETTERHEAD/LOGO

INSERT DATE

To Whom it May Concern:

Per the Emergency Order issued by Georgia Governor Brian Kemp on April 2, 2020, food and agricultural businesses (including poultry and egg companies) are considered Essential Services and Critical Infrastructure; therefore, these businesses and employees of these businesses are exempt from the “shelter in place” provisions of this Emergency Order while actively engaged in the performance of their work and while traveling to and from work.

This designation includes suppliers that provide essential goods and services to the Critical Infrastructure workforce in the poultry and egg sectors of Food and Agriculture as defined by the United States Department of Homeland Security guidance dated March 19, 2020 and revised on March 28, 2020.

***The bearer of this letter (or insert individual name if practical) is an employee of INSERT COMPANY NAME and is therefore considered part of the Essential Services/Critical Infrastructure workforce.***

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

Sincerely,

INSERT NAME OF EXECUTIVE

INSERT JOB TITLE

INSERT COMPANY NAME