TO LAW ENFORCEMENT AND GOVERNMENT REGULATORS REQUESTING SAFE PASSAGE OF EMPLOYEES OF (insert company name)

Re: Exemption of (insert company name) Employees as “Essential Critical Infrastructure Workers”

Dear Sir or Madam:

(insert company name) is a provider of facility services, including (modify this list of services as needed: facilities engineering, HVAC & mechanical, mission critical solutions, electrical & lighting, and energy solutions). (insert company name) provides facility services in (insert description of market area) to properties of all sizes — from (modify this list of vertical markets as needed: schools and commercial buildings to hospitals, data centers manufacturing plants and airports).

The employees of (insert company name) are Essential Critical Infrastructure Workers, as identified by the Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA) Memorandum issued March 19, 2020 (portions of the Memorandum are attached). Therefore, (insert company name) are exempted from any state or other municipal “Stay at Home” or “Shelter in Place” order.

The CISA Memorandum recognizes that certain workers perform services that are essential to continued critical infrastructure viability and specifically lists the following as “Essential Critical Infrastructure Workers”:

* “Workers to ensure continuity of building functions”
* “Workers . . . and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences” and
* Workers that provide “support to ensure the effective removal, storage, and disposal of residential and commercial solid waste”

As noted above, (insert company name)’s employees provide vital services to maintain the safety, sanitation and essential operations of our customer’s facilities as we all work together to fight the spread of COVID-19. Our services are performed in essential commercial infrastructure and our workers are required to be physically present and continue to work on a regular schedule. Additionally, (insert company name) utilizes services of affiliated businesses, including subcontractors, which are also included under the exemption.

(insert company name) is acutely aware of the need to maintain a safe and healthy work environment, and we have required all employees to act within CDC guidelines for social distancing and hand washing. Should you have any questions or require any additional information, please let me know. Thank you for the courtesies given to our employees.

(insert name of Franchise Owner or General Manager or Legal Representative and person’s title)

Enclosures: [CISA Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response](https://www.cisa.gov/sites/default/files/publications/CISA_Guidance_on_the_Essential_Critical_Infrastructure_Workforce_508C_0.pdf) *(print documents linked here as needed)*