

TO WHOM IT MAY CONCERN

FROM: [INSERT COMPANY CEO/GENERAL COUNSEL]

DATE:

SUBJECT: EXEMPTION FROM CALIFORNIA “STAY AT HOME” ORDER

[INSERT COMPANY NAME] operates “essential critical infrastructure” and the holder of this letter has been designated by the company as holding the position of an “Essential Critical Infrastructure Worker” in accordance with the March 19, 2020 Department of Homeland Security (“DHS”) Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response. As such, they are exempt from Executive Order N-33-20 (the “Order” or “Stay at Home Order”) issued by California Governor Gavin Newsom on March 19, 2020, to the extent described below.

Pursuant to the Order, all individuals living in the State of California are required to stay home *except as needed to maintain continuity of operations of the federal critical infrastructure sectors*. The federal government has identified 16 critical infrastructure sectors whose assets, systems, and networks are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, or national public health or safety. The Stay at Home Order provides that Californians working in these 16 critical infrastructure sectors may continue their work because of the importance of these sectors to Californians’ health and well-being.

[INSERT COMPANY NAME] provides [INSERT BRIEF DESCRIPTION OF SERVICES OR GOODS PROVIDED]. Therefore, the company is within the [INSERT 1 OF 16 SECTORS] sector specified by the State of California and the federal government as a critical infrastructure sector. As a designated employee whose position is necessary to maintain continuity of our operations, the holder of this letter is exempt from the Stay at Home Order.

Designated employees traveling outside their home while acting within the scope of their employment (whether to or from our facilities, or to any other location necessary as determined by their position’s responsibilities), and carrying a [INSERT COMPANY NAME] identification badge are performing essential travel in furtherance of their critical and essential work activities.

As a [INSERT APPLICABLE TYPE OF BUSINESS SPECIFIED IN COUNTY-SPECIFIC “SHELTER-IN-PLACE” ORDER(S)], [INSERT COMPANY NAME] is also considered an essential business per the March 2020 “Shelter in Place” Order(s) issued in [INSERT APPLICABLE COUNTY/COUNTIES]. The holder of this letter is therefore exempt from the travel restrictions imposed by the “Shelter in Place” Order(s) to the extent necessary to ensure continuity of our operations.

[INSERT COMPANY NAME] will continue to closely monitor all federal, state, county, and municipal directives related to critical infrastructure and essential personnel, and will make changes as necessary to this person’s designation and their needs to ensure the country continues to operate all essential critical infrastructure to the benefit of the nation. The health and safety of our employees is our top priority.

[INSERT COMPANY LETTERHEAD]

If you have any further questions relating to this subject matter, please contact **[INSERT INTERNAL COMPANY COUNSEL AND/OR OUTSIDE COUNSEL CONTACT INFORMATION]**.

Thank you.

[INSERT SIGNATURE]