

INSERT DATE

RE: COVID-19 Essential Services Operations

Dear Governor Northam:

I have read and understand Executive Orders 51 & 53 and the Memorandum on the Identification of Essential Critical Infrastructure Workers During COVID-19 Response issued by the U.S. Department of Homeland Security Cybersecurity & Infrastructure Security Agency Office (March 20, 2020).

Our operations at the facility listed are essential services, as are our principal suppliers and contractors, and we will continue operations with the essential employees necessary for the safe operation of the facility.

COMPANY NAME

Facility Address 1

Facility Address 2

[OPTION: add justification if you fit cleanly within a category or counsel has drafted a justification] Company Name plays a critical role in the supply chain for the manufacturing of [insert end product and why it is life-essential].

We are following all Centers for Disease Control and Prevention, United States Department of Labor, United State Department of Health, and Virginia regulations to maintain a safe workplace. We are also taking the additional precautionary steps of [INSERT EXAMPLES HERE.]

Please understand that the products we make and distribute are essential to the COVID-19 response and recovery. We will maintain and uphold the highest standards of public health and safety – this is what manufacturers are trained to do. We take our public health and safety responsibility seriously and will rise to the occasion while keeping the economy running.

We appreciate your support during this uncertain time. Please reach out with any additional questions or comments.

Sincerely,

COMPANY POINT OF CONTACT *(Suggested: counsel, government relations or spokesperson)*

Name

Phone Number

Email Address