

Generic Essential Business Letter

To Whom it May Concern,

[INSERT NAME] is employed by [FIRM] as [TITLE]. [FIRM] is a professional services firm engaged in the [PLANNING AND DESIGN, OPERATIONS, INSPECTION, and MAINTENANCE] of construction projects in areas of [ESSENTIAL INFRASTRUCTURE, ESSENTIAL MANUFACTURING] as follows: [DESCRIBE PROJECT TYPES, GENERALLY]. As part of [FIRM]'s support of such [ESSENTIAL INFRASTRUCTURE, ESSENTIAL MANUFACTURING] projects, [INSERT NAME] must perform field activities at [NAME PROJECT SITE(S)] in order to perform the following anticipated tasks: [LIST TASKS, INCLUDING DATES IF POSSIBLE].

During any time away from home, [INSERT NAME] is instructed to comply with the following "Social Distancing" requirements: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. In addition, [INSERT NAME] is advised by [FIRM] to avoid gatherings of other individuals on any project site or during any field activity of more than [INSERT NUMBER] persons.

If you have any questions regarding this Authorization, please contact [FIRM]'s [CEO, COO, or In-House Counsel]:

Sincerely,

[FIRM]'s [CEO, COO, or In-House Counsel]

Countersigned by [CLIENT] requesting [FIRM] to perform the above stated tasks:

[CLIENT]

[TITLE]

[CONTACT INFO]