Place on company letterhead and insert company specific information.

March 20, 2020

**EXEMPTION GUIDANCE - ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS**

To Whom It May Concern:

Company Name is an agricultural retailer and is identified as part of the nation’s critical infrastructure as defined by 42 U.S.C 5195c(e). On March 16th, the President issued an update on Coronavirus Guidance for America. This guidance states that:

*“If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule.”*

In accordance with this mandate, and in collaboration with other federal agencies and the private sector, DHS-CISA developed an initial list of “Essential Critical Infrastructure Workers” to help state and local officials as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

Food and Agriculture is a defined essential critical sector with workers employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and support service workers who field crops; commodity inspection; storage facilities; and other agricultural inputs including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids needed to produce our food supply domestically.

The bearer of this letter is an employee of Company Name who is currently performing services that are essential to health, safety and security needed to produce our domestic food supply and is therefore exempt from any local, state, and/or federal restrictions on travel or work outside the home imposed in pandemic control measures.

Accordingly, as a matter of federal law and agency guidance, you may not prevent, delay or otherwise interfere with the performance of this individuals’ duties for Company Name.

If you have questions regarding this person’s exemption, please contact Company contact name at xxx-xxx-xxxx or email address.

Sincerely,

Insert Signature

Name

Title