

[insert your company name or letterhead]

To Whom It May Concern:

Pursuant to guidance from the US Department of Homeland Security (DHS) - Cybersecurity and Infrastructure Security Agency (CISA), “workers to ensure continuity of building functions” is listed under *Other Community-Based Government Operations and Essential Functions*, and are essential to the workforce during the ongoing COVID-19 crisis.

[Based on any respective “stay in place” orders in your area, you can cite the order from your County or City allowing construction to continue operations in your jurisdiction.]

To the best of its knowledge, **[name of company]**, hereby considers **[name of worker/trade/company]** a member of the building trades¹, which have been defined as an essential service/business under various local, state and federal government orders. As a result, the individual is exempt from various “stay at home” and/or “shelter in place” orders when necessary to work from offices, construction sites or other locations. I respectfully request that this individual not be impeded from the performance of their lawful and essential duties during the COVID-19 response so long as the individual is healthy and is not showing any signs of COVID-19 symptoms.²

Thank you for your cooperation during these difficult and trying times.

Sincerely,

[name and title]

¹ Nothing in this letter shall construe the specified individual as an employee, contractor and/or agent of any organization or company named in this letter.

² It is incumbent on the individual, and the individual alone, to monitor his or her health regarding COVID-19. The named organization or company is not responsible for monitoring the individual’s health, nor is it responsible for any possible transmission of COVID-19 from the individual.