

{INSERT COMPANY LOGO/LETTERHEAD}

March 23, 2020

To Whom It May Concern:

The person carrying this letter is an employee of **[insert company name and city here]** and is performing **Essential Business**, as it relates to the list of essential critical business and infrastructure workers as found at

[INSERT Essential Business or Infrastructure mention from the Amended Public Health Order 20-24 that applies to your business and the work being done by this crew member. Find the exemptions listed, beginning on page 5, at https://drive.google.com/file/d/1zfyUaxEf-UFSVAzkY_b9Cf1OMPOdIxH/view]

This work is a specific exception to [Executive Order D 2020 017 "Ordering Coloradans to stay at home due to the presence of COVID-19 in the state"](#) issued by Governor Polis.

Per the Stay at Home Executive order:

Critical Businesses, as defined below, are exempt, subject to certain limitations, from this PHO and are encouraged to remain open. Critical Businesses must comply with Social Distancing Requirements at all times.

Our business has implemented the required social distancing practices. Our team is trained in regular handwashing, sanitizing and safety practices per OSHA and CDC recommendations.

If you have any questions, please contact **[owner/corporate office name and phone number]**.

Sincerely,

[Owner name]

[Title]

6. News Media

- Newspapers
- Television
- Radio
- Other media services

7. Financial Institutions, Including:

- Banks and credit institutions
- Insurance, payroll, and accounting services
- Services related to financial markets

8. Providers of Basic Necessities to Economically Disadvantaged Populations, Including:

- Homeless shelters and congregate care facilities
- Food banks
- Human services providers whose function includes the direct care of patients in State-licensed or funded voluntary programs; the care, protection, custody and oversight of individuals both in the community and in State-licensed residential facilities; those operating community shelters and other critical human services agencies providing direct care or support

9. Construction, Including:

- Housing and housing for low-income and vulnerable people
- Skilled trades such as electricians, plumbers
- Other related firms and professionals for who provide services necessary to maintain the safety, sanitation, and critical operation of residences, and other essential services

10. Defense

- Defense, security, and intelligence-related operations supporting the State of Colorado, local government, the U.S. Government or a contractor for any of the foregoing
- Aerospace operations



- Military operations and personnel
- Defense suppliers

11. Critical Services Necessary to Maintain the Safety, Sanitation and Critical Operations of Residences or Other Critical Businesses, Including:

- Law enforcement
- Fire prevention and response
- Building code enforcement
- Security
- Emergency management and response
- Building cleaners or janitors
- General maintenance whether employed by the entity directly or a vendor
- Automotive repair
- Disinfection
- Snow removal

12. Vendors that Provide Critical Services or Products, Including Logistics and Technology Support, Child Care and Services:

- Logistics
- Technology support for online and telephone services
- Child care programs and services
- Government owned or leased buildings
- **Critical Government Functions**

D. Critical Government Functions. The provision, operation and support of the following government functions shall continue:

1. Critical services, including
 - Public safety (police stations, fire and rescue stations, correctional institutions, emergency vehicle and equipment storage, and, emergency operation centers)
 - Emergency response
 - Judicial branch operations, including attorneys if necessary for ongoing trials and required court appearances, unless appearances can be done remotely
 - Emergency medical (hospitals, ambulance service centers, urgent care centers having emergency treatment functions, and non-ambulatory surgical structures but excluding clinics, doctors offices, and non-urgent care medical structures that do not provide these functions)

