**The employee bearing this letter has responsibilities related to their employment at (Enter your company name) and is authorized to perform essential work per section 1-E of the state order.**

**Landscape and green industry suppliers are classified as Essential Business** according to the Department of Homeland Security guidance document updated April 17, 2020: *“Advisory Memorandum on* [*Identification of Essential Critical Infrastructure Workers During COVID-19 Response”*](https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce?fbclid=IwAR3zadzMnxv2MRSVqar_G6rGLCt4huE-STZxsy2c9DDztVa0a_4gKl2LACA)*,* and are therefore allowed to continue performing work per section 2-S of the state executive order to shelter/stay at home which references this federal guidance.

**State Order Section 2-S:** Federally designated critical infrastructure, defined as workers and related industries identified by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA) in its “Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response,” https://www.cisa.gov/identifyingcritical-infrastructure-during-covid-19.

**DHS Memorandum:** *Workers such as plumbers, electricians, exterminators, builders, contractors, HVAC Technicians,* ***landscapers, and other service providers*** *who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, businesses and buildings such as hospitals, senior living facilities, any temporary construction required to support COVID-19 response.*

**Please continue to allow our employees access to necessary work locations in order to perform their services.** Access includestravel and commuting, movement on properties providing landscape services, site visits by our management team to ensure strict adherence to company policies regarding the COVID-19 virus, the transportation of materials and equipment, and other necessary tasks.

Thank you in advance for your cooperation. Please contact me directly with any questions.

**Company owner/name**

**Phone Number**