**ESSENTIAL CRITICAL INFRASTRUCTURE WORKER**

**FOOD SUPPLY**

[INSERT DATE]

To whom it may concern:

This letter identifies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as an Essential Critical Infrastructure Worker who works at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The President’s Coronavirus Guidance for America 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.” Likewise, Mecklenburg County in conjunction with the City of Charlotte and six towns within the County issued a Joint Proclamation allowing “restaurants and other facilities that prepare and serve food” to operate “but only for consumption off-premises, through such means as in-house delivery, third-party delivery, drive-through, curbside pick-up, and carry-out.”

Furthermore, in accordance with the President’s mandate, and in collaboration with other federal agencies and the private sector, the Cybersecurity and Infrastructure Security Agency (CISA) of the U.S. Department of Homeland Security (DHS) developed a list of “Essential Critical Infrastructure Workers” that identified as essential the “workers supporting retail that sells food and beverage products” as well as workers of “restaurant carry-out and quick serve food operations.”

The employee whose name appears above is required to maintain his or her normal work schedule in order to maintain proper operations of our food supply establishment, which has been designated as part of our nation’s critical infrastructure. As a result, the holder of this letter must be able to travel to go to and/or from work throughout the day and night.

Therefore, I request that you please allow this food supply worker to continue to travel to and from his/her place of employment in accordance with his/her status as an Essential Critical Infrastructure Worker for the duration of this national emergency.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should you have any questions regarding this letter.

Thank you,

[INSERT NAME]

[INSERT TITLE]