

LETTERHEAD

Effective March XX, 2020

RE: IN ACCORDANCE WITH U.S. DEPARTMENT OF HOMELAND SECURITY GUIDANCE, [COMPANY NAME] EMPLOYEES ARE ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

To Whom It May Concern:

As part of the United States healthcare system, [company name] produces essential medicines used to treat rare, chronic and, at times, life-threatening conditions. Consequently, the [company name] family of companies is considered part of the “**critical infrastructure industry**” in accordance with the President’s Coronavirus Guidelines for America that states in relevant part:

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.

As such, [company name] employees traveling to or from their place of employment are exempted from general lockdown or shelter in place requirements pursuant to the guidelines and orders referenced herein (see, the enclosed CISA Memo).

Additionally, at [company name] we have implemented mitigation strategies and procedures that align with these guidelines/orders. Examples of these mitigation strategies include social distancing and decreasing employee congregation, enhancing existing cleaning protocols, monitoring employee body temperature, adherence to hand hygiene recommendations and other measures to ensure the health and safety of our employees and those they may come in contact with.

If you have any further questions relating to this subject matter, please contact [First Last] at (xxx) xxx-xxxx.

Best Regards,

[First Last]
President

Enclosures (2):

1. The President’s Coronavirus Guidelines for America
2. US Department of Homeland Security Memorandum on Identification of Essential Critical Infrastructure Works during COVID-19 Response