**SAMPLE LETTER FOR**

**“Critical Infrastructure Workers” To Carry With Them For Authorities**

**(INSERT COMPANY LETTERHEAD HERE)**

**EFFECTIVE MARCH 24, 2020**

To Whom It May Concern:

Please be advised that per Governor Whitmer’s Stay Home Stay Safe Executive Order, effective at midnight on Tuesday, March 24, 2020, all construction employees are considered “critical infrastructure workers” who are expected to continue working on Michigan’s infrastructure construction projects.

As such, **(INSERT NAME OF EMPLOYEE)**, who is an employee at **(INSERT NAME OF CONSTRUCTION COMPANY)**, is considered a “critical infrastructure worker.” They have legal permission to travel to and from the job site to get their work done for the duration of the Governor’s Executive Order and beyond, unless otherwise advised by the Governor’s administration or MDOT.

This “critical infrastructure worker” has also been informed of the guidelines to stay safe and healthy in the workplace and has been given strict instructions to do their part to prevent the spread of COVID-19/Coronavirus while on the job and in proximity to co-workers.

If you wish to verify this letter further, please do not hesitate to contact me at **(INSERT PHONE NUMBER)** or **(INSERT EMAIL)**.

Thank you for your understanding and support.

Sincerely,

**(SIGNATURE OF COMPANY OWNER/PRESIDENT)**

**(PRINTED NAME OF COMPANY OWNER/PRESIDENT)**

**(TITLE OF COMPANY OWNER/PRESIDENT)**