**SAMPLE LETTER FOR**

**Employees/Suppliers/Service Providers/Sub-Contractors**

**AKA “Critical Infrastructure Workers”**

**(INSERT EMPLOYER LETTERHEAD HERE)**

March 24, 2020

To our dedicated employees, suppliers, service providers and sub-contractors:

Governor Whitmer’s Stay Home Stay Safe Executive Order contained a handful of specific essential services, including the continuation of infrastructure construction work. Because of this, we are expected to continue working on all of our projects and we are now considered to be “critical infrastructure workers.”

Please consider this letter your official notice that we will continue to be operational for the duration of the Governor’s Executive Order and beyond, unless we are given new directives from her administration or MDOT. If we are given any new instructions or restrictions, we will share them as soon as possible.

If you are a subcontractor, supplier or service provider and you have

subcontractors, suppliers or services providers below you or in your supply

chain, we recommend that you notify those entities that they are designated as

“critical infrastructure workers” necessary and essential to the support of our

critical infrastructure project.

During this time, we will be implementing the health and safety precautions outlined by the CDC and the Governor’s administration due to the contagiousness of COVID-19/Coronavirus. We respectfully ask that each of you strictly adhere to these new guidelines (which will be posted at all job sites) so that our team can do our part to prevent the spread of the virus, while also continuing to meet the critical infrastructure needs of our state.

If you have any questions or concerns, please do not hesitate to contact me directly. We understand that this is an uncertain time, but we appreciate each of you and the hard work you do every day, and we want to keep you all safe and healthy. I can be reached at **(INSERT NUMBER)** or **(EMAIL)**.

Sincerely,

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

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

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