

**THIS DOCUMENT IS AN  
EXAMPLE ONLY AND  
NOT TO BE USED  
WITHOUT LEGAL ADVICE  
March 28, 2020**

[COMPANY LETTERHEAD]

\_\_\_\_\_, 2020

To Whom It May Concern:

Please be advised that the individual in possession of this letter is an employee of [ABC COMPANY] (ABC) and is essential to maintain the continuity of operations for ABC, a company providing essential [DESCRIBE WHY COMPANY IS AN ESSENTIAL BUSINESS] operations in the [ESSENTIAL INDUSTRY] industry. If you have stopped or detained any ABC, employee in possession of this letter in route to or from its facility, please cooperate and assist the individual in their travel. Our employee's ability to travel to and from work is essential to maintain continuity of service for critical sectors that underpin this state and the country.

The Governor of Ohio issued an order dated March 22, 2020 (the "Order") which requires all individuals living in the State of Ohio to stay home except, among other things, to participate in "Essential Businesses and Operations", as defined in the Order. "Directors Stay at Home Order" (Mar. 22, 2020), <https://posting.clevescene.com/media/pdfohiostayhomepdfvieweractiondownload>.

Pursuant to Section 12(a) of the Order, Essential Businesses and Operations is defined to include all workers identified in the Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response, issued on March 19, 2020 by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (the "CISA Memo"). In addition, Section 12(v) of the Order defines Essential Businesses and Operations to include manufacturing companies, distributors and supply chain companies supplying [DESCRIBE PRODUCTS] used by other Essential Businesses and Operations

[ABC is a company operating in Ohio. ABC is deemed an Essential Business under the Order because it provides services used by other Essential Businesses and Operations.]

Should you have any question regarding the information contained herein, please contact CONTACT PERSON, TITLE of ABC, at [PHONE NUMBER].

Sincerely,

NAME, TITLE