March 19, 2020

Re: Classification of Letter Holder as Essential Personnel

Dear Community Member,

[Name of organization] provides essential long-term supports and services to people with intellectual and developmental disabilities in the [scope of service area] community. [Name of organization]’s employees serve these individuals 24 hours per day, seven days a week. Since this care and service cannot be interrupted, especially during the COVID-19 pandemic, [name of organization] requires its employees to make every reasonable effort to come to work by way of their usual means of transportation for all scheduled and unscheduled shifts.

The classification of the holder of this letter adheres to the guidelines put forth by Governor [governor’s name], who declared on [date of guidance] that several sectors providing essential services may remain open, and the work of the employees of these sectors must be enabled to continue unabated. Health care and human services facilities and organizations, such as [name of organization] are included in the Governor’s list as being essential to the public.

[If appropriate, paste excerpts from governor’s guidance here to show which criteria your organization meets.]

**Therefore, we ask that you please allow the holder of this letter, an essential employee, to proceed to [name of organization] to ensure the safe and uninterrupted delivery of care to the people with intellectual and developmental disabilities we serve.**

If you have any questions, please contact [contact name], [contact title] for [name of organization] by email at [contact email address] or by phone at [contact phone number].

Thank you in advance for your cooperation and understanding.

Sincerely,

[CEO/Executive Director name]

[CEO/Executive Director]

[name of organization]