

**Government Order “Essential Business” Letter Templates**

Local, state, and national governments have introduced measures to help slow the spread of the COVID-19 pandemic. In some cases, governments have ordered the closure of certain types of businesses (e.g., “non-essential” businesses). Wirepath Home Systems, LLC (d/b/a “SnapAV,” “Control4,” “Allnet,” “Volutone,” “MRI,” and “CPD”) in conjunction with our dealers and vendors, produce products and services that perform vital roles that are essential to our communities. Examples include supplying and servicing critical technologies for healthcare providers, first responders, and other essential businesses that deliver food, shelter, medical care, financial support and social services. Our products and services also help enable people to work from home while also supporting the safety and essential operation of residences in your communities. Essential product lines include networking, power, infrastructure, home security, lighting, control, and remote conferencing.

In some locations where orders have been implemented, law enforcement may require proof that an organization and its employees are permitted to operate under the order in that region (e.g., travel to and from work or customer sites). A letter from the organization may be provided to law enforcement as proof that an employee may operate in that region. Template “essential business” letters for various regions are provided on the following pages. Templates will be updated as new orders are implemented, and government guidance is clarified.

**The information below is for informational purposes only, and should not be relied upon as legal advice by non-SnapAV third parties such as dealers, distributors, and vendors to make business decisions. Business factors vary considerably for our business partners, including products sold and customers served. Any prepared letters should reflect the situation of individual organizations. Third parties should obtain their own legal advice with respect to legal compliance matters.**

**Template Instructions**

1. **Select template.** The templates below cover a specific region where an organization and their employees operate. They should be used in the region covered by the referenced order, not where the employee carrying the order lives. For example, if an employee lives in Connecticut but works in New York, the New York template should be used to cover the employee’s activities in New York. Should an organization operate in more than one location covered by orders, the letter drafter may want to modify the letter template to cover multiple regions.

**Templates by region** (click the links below to view the template for applicable regions)

* [California (Los Angeles and Los Angeles County)](#CALA)
* [California (Sacramento County)](#CASC)
* [California (San Francisco Bay Area—San Francisco, Santa Clara, San Mateo, Marin, Contra Costa, and Alameda Counties)](#CASF)
* [California (Statewide, all other regions)](#CASW)
* [Connecticut](#CT)
* [Delaware](#DE)
* [Georgia (Atlanta)](#GAAT)
* [Hawaii](#HI)
* [Illinois](#IL)
* [Indiana](#IN)
* [Kentucky](#KY)
* [Louisiana](#LA)
* [Massachusetts](#MA)
* [Maryland](#MD)
* [Michigan](#MI)
* [Nevada](#NV)
* [New Jersey](#NJ)
* [New Mexico](#NM)
* [New York](#NY)
* [New York Metro (New York, New Jersey, Connecticut)](#NYM)
* [North Carolina (Charlotte/Mecklenburg County)](#NCC)
* [Ohio](#OH)
* [Oregon](#OR)
* [Pennsylvania](#PA)
* [Texas (Dallas)](#TXD)
* [Texas (Houston)](#TXH)
* [West Virginia](#WV)
* [Washington](#WA)
* [Wisconsin](#WI)
1. **Copy template into new document.** For best results, the templates below should be copied into a new document and separately saved with Wirepath header and footer removed and replaced with the organization’s letterhead.
2. **Modify template based upon organization needs.** Please modify the template to reflect any exceptions to government orders that you believe cover your organization. Any **[bold bracketed]** fields will need to be modified. Organizations should accurately represent their scope of services, and consult qualified legal counsel if they are unsure how the applicable order applies to their organization. SnapAV has shared its interpretation of how government orders apply to some of its products and services on the [SnapAV](https://www.snapav.com/shop/en/snapav/covid-19) and [Control4](https://dealer.control4.com/new/covid-19) dealer portals.

*Template Version:* *California (Los Angeles and Los Angeles County)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *California Governor’s Executive Order N-33-20*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “maintain[ing] continuity of operations of the federal critical infrastructure sectors.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Our organization continues its operations in accordance with this guidance. Furthermore, Our organization meets the requirements of the LA County *SAFER AT HOME ORDER FOR CONTROL OF COVID-19*, as it is a business that “suppl[ies] office or computer products needed by people who work from home” and “provide[s] services for Essential Infrastructure.” See Sections 13(m) and 13(q) of the LA County Order.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version:* *California (Sacramento County)*[*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *California Governor’s Executive Order N-33-20*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “maintain[ing] continuity of operations of the federal critical infrastructure sectors.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Furthermore, Our organization meets the requirements of the Sacramento County *Order of the County Health Officer to Stay**at Home or Place of Residence*, as it is a provider of “Essential Infrastructure,” “services that are necessary to maintaining the safety … and essential operation of residences,” supplies “products needed for people to work from home,” and is also supplies “essential business with the support or supplies necessary to operate” See Order Sections 10(g)(i, ix, xiv, xv).**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: California (San Francisco Bay Area)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the California Governor’s *Executive Order N-33-20*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “maintain[ing] continuity of operations of the federal critical infrastructure sectors.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Furthermore, Our organization meets the requirements of the Santa Clara County *Order of the Health Officer regarding shelter in place*, as it is a provider of “Essential Infrastructure,” “services that are necessary to maintaining the safety … and essential operation of residences,” supplies “products needed for people to work from home,” and is also supplies “essential business with the support or supplies necessary to operate” See Order Section 10(f)(i, ix, xiv, xv).**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: California (Statewide)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the California Governor’s *Executive Order N-33-20*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “maintain[ing] continuity of operations of the federal critical infrastructure sectors.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Connecticut* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Connecticut Governor’s *Executive Order No. 7H*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** as one of “the 16 critical infrastructure sectors defined by Department of Homeland Security (CISA).” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Delaware* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Fourth Modification of the Declaration of a State of Emergency For the State of Delaware Due to a Public Health Threat*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “Communications and Information Technology.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. See Section 6(h) of the Order.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Georgia (Atlanta)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Executive Order of the Mayor of Atlanta Number 2020-21*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “1. [E]ssential infrastructure.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Furthermore, our organization also meets additional exceptions including: “9 … [S]ervice providers who provide services that are necessary to maintaining the safety … and essential operation of residences [and businesses],” “14. Businesses that supply products needed for people to work from home,” and “15. Businesses that supply other essential business with the support or supplies necessary to operate.” See Sections 6(f)(1), (9), (14), and (15) of the Order.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Hawaii* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Governor’s Third Supplementary Proclamation to Reduce the Spread of COVID-19*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “identified as federal critical infrastructure sectors at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Illinois* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Illinois Governor’s *Executive Order in Response to COVID-19 (COVID-19 Executive Order No. 8)*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “1) Essential Infrastructure: Distribution Centers, 2) Essential Infrastructure: Internet Video Telecommunications System Providers, 3) Essential Businesses and Operations: M. Supplies to Work From Home, and 4) Essential Businesses and Operations: T. Manufacture, Distribution, and Supply Chain for Critical Products and Industries.”**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Indiana* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Indiana Governor’s *Directive for Hoosiers to Stay at Home: Executive Order 20-08*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** 1) 11. “Essential Infrastructure … distribution, fulfillment centers … internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-bases services,” 2) “14.a. CISA List,” 3) “14.o. Supplies to Work from Home,” 4) “14.p. Supplies for Essential Businesses and Operations,” and 5) “14.u. Manufacture, Distribution, and Supply Chain for Critical Products and Industries.” For example, our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Kentucky* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Kentucky Governor’s *Executive Order 2020-246*. **[Modify as needed based on your organization’s compliance under the order:** Our organization is not prohibited from continuing operations, as we do not meet the criteria for those business identified as prohibited to operate under Section 1 of the Order, as our distribution operations are not “[I]n-person retail businesses that are not life-sustaining.”**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Louisiana* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Proclamation No. 33 JBE 2020: Additional Measures for COVID-10 Stay at Home*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “3(C): [Essential functions include the COVID-19 Guidance provided by] the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA).” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Massachusetts* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Massachusetts Governor’s *COVID-19 Order No. 13*.. **[Abbreviated Organization Name]** qualifies for essential business exceptions as the order **[Modify as needed based on your organization’s compliance under the order:** defines essential businesses as including “the 16 critical infrastructure sectors defined by Department of Homeland Security (CISA).” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Maryland* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Maryland Governor’s *Executive Order: 20-03-23-01*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “part of the critical infrastructure sectors identified by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Michigan* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Michigan Governor’s *Executive Order: 2020-21: Temporary requirement to suspend activities that are not necessary to sustain or protect life*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** under Section 8(h) as a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by the Cybersecurity & Infrastructure Security Agency guidance on *Identifying Critical Infrastructure During COVID-19*. Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Nevada* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Nevada Governor’s *Declaration of Emergency Directive 003*. **[Modify as needed based on your organization’s compliance under the order:** Our organization qualifies for exceptions under the “infrastructure sector” requirement of Section 6, and the CISA Essential Critical Infrastructure requirements of Section 7. Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Our organization also does not meet any of the business types designated as “Non-essential Businesses,” and is therefore able to operate under Section 8’s “Businesses not delineated” exception.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: New Jersey* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the New Jersey Governor’s *Executive Order No. 107*. **[Modify as needed based on your organization’s compliance under the order:** Our organization does not meet the criteria of any of the types of businesses required to close under the Order.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: New Mexico* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Public Health Emergency Order Closing All Businesses and Non-Profit Entities Except for those Deemed Essential and Providing Additional Restrictions on Mass Gatherings Due to COVID-19*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “infrastructure operations… data and internet providers … technology support operations, and telecommunications systems,” “services necessary to maintain the safety … of residences.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.” See Sections 3(g),(i) of the Order.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: New York* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the New York Governor’s *Executive Order 202.6*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “2. Essential Infrastructure including telecommunications” and “11. Essential Services necessary to maintain the safety [and] essential operations of residences and other essential businesses.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Our organization also distributes information technology and security systems necessary for the safety and essential operation of residences and businesses.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: New York Metro (CT, NY, NJ)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the New York Governor’s *Executive Order 202.6*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “2. Essential Infrastructure including telecommunications” and “11. Essential Services necessary to maintain the safety [and] essential operations of residences and other essential businesses.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Our organization also distributes information technology and security systems necessary for the safety and essential operation of residences and businesses.**]** Furthermore, our organization does not meet the criteria of businesses required to close under New Jersey Governor’s *Executive Order No. 107*. Furthermore, our organization meets the criteria to continue operations under the Connecticut Governor’s *Executive Order No. 7H*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** as one of “the 16 critical infrastructure sectors defined by Department of Homeland Security (CISA).” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. **[Abbreviated Organization Name]** continues its operations in New York, New Jersey, and Connecticut in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: North Carolina (Charlotte and Mecklenburg County)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Revised Joint Proclamation of the Chairman of the Mecklenburg County Board of Commissioners, the Mayor of the City of Charlotte… restricting all businesses and government agencies to cease non-essential operations*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “Essential Infrastructure … distribution centers … internet, video, and telecommunications systems (including … computing services, business infrastructure, communications, and web-based services).” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*. Furthermore, our organization also meets additional exceptions including: “8. Critical trades … necessary to maintain the safety, [and] essential operations of residences,” “13. Supplies to work from home,” “14. Supplies for essential businesses and operations,” and “20. Manufacture, distribution, and supply chain for critical products and industries … technology … communications … products used by other Essential Businesses and Operations.”**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Ohio* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under Ohio’s *Director’s Stay at Home Order*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “9. Essential Infrastructure … distribution, fulfillment centers … internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services),” “12.a. CISA List,” “12.p. Supplies to Work from Home,” “12.q. Supplies for Essential Businesses and Operations,” and “14.v. Manufacture, Distribution, and Supply Chain for Critical Products and Industries.” For example, our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Oregon* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Oregon Governor’s *Executive Order 20-12*. **[Modify as needed based on your organization’s compliance under the order:** Our organization is not prohibited from continuing operations, as we do not meet the criteria for those business identified as prohibited to operate under Section 2 of the Order. For example, distribution and integration activities are not prohibited. Furthermore, our organization has implemented the “Workplace Restrictions” of Sections 9 and 10 as directed by the order, including facilitation of telework options and enforcement of social distancing procedures through a designated officer at each location**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Pennsylvania* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *ORDER OF THE GOVERNOR OF THE COMMONWEALTH OF PENNSYLVANIA REGARDING THE CLOSURE OF ALL BUSINESSES THAT ARE NOT LIFE SUSTAINING*. **[Modify as needed based on your organization’s compliance under the order:**
Our organization is allowed to continue operations, as we meet the criteria as a “Life sustaining business” of the order. Life sustaining business was clarified in the *Life Sustaining Business FAQs* as conforming to the Department of Homeland Security Cybersecurity and Infrastructure Security Agency COVID-19 guidance on critical infrastructure. Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Texas (Dallas)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under Dallas County Judge Clay Jenkins’ *AMENDED ORDER OF COUNTY JUDGE CLAY JENKINS*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “Essential Businesses: Essential Critical Infrastructure” of the order Section 2(b)(iii): “Work necessary to the operations and maintenance of the 16 critical infrastructure sectors… of CISA.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by the CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Texas (Houston)* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the Harris County Judge Lina Hidalogo’s *Stay Home, Work Safe* order. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “Essential Businesses: Essential Critical Infrastructure” of the order Section 2(b)(i): “Work necessary to the operations and maintenance of the 16 critical infrastructure sectors… of CISA.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by the CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: West Virginia* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Director’s Stay at Home Order*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “3. [T]hose industries and workers described in the U.D. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency’s …COVID-19 Response [Guidance],” and “3(f). Essential infrastructure [including] internet, video, and telecommunications systems (including the provision of global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services) and telecommunications workers.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]T*emplate Version: Washington* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:** critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *Proclamation by the Governor Amending Proclamation 20-05, 20-25 Stay Healthy*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “as a provider of “Essential Critical Infrastructure.” Our organization is a provider of critical infrastructure in the Communications and Information Technology Sectors as defined by the CISA guidance on *Identifying Critical Infrastructure During COVID-19*, as well as reiterated by Washington’s *Essential Critical Infrastructure Workers List.***]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]

*Template Version: Wisconsin* [*[Back to List]*](#Top)

[Organization Letterhead]

April 4, 2020

**VIA EMAIL**

[Organization contact person name]

[Organization name]

[Business address]

[Business phone number]

[Business email]

**Travel for [Organization Name] employees within [Region]**

The bearer of this letter works for **[Organization Name]** (“**[Abbreviated Organization Name]**”), a business that operates in **[Region]**.

As a **[describe organizational services:** distributor, dealer, integrator**, etc.]** of **[describe products and services in any of the following categories or insert other applicable categories:**critical telecommunication, network, and internet systems, as well as information technology systems that operate and secure businesses and residences**]**, **[Abbreviated Organization Name]** is a type of business that may continue operations under the *EMERGENCY ORDER #12: SAFER AT HOME ORDER*. **[Abbreviated Organization Name]** qualifies for essential business exceptions under the order including: **[Modify as needed based on your organization’s compliance under the order:** “13.a. CISA List,” “13.n … [S]ervices necessary to maintaining the safety [and] essential operation of residences,” “13.q. Supplies to Work from Home,” “13.r. Supplies for Essential Businesses and Operations [including] computers; audio and video electronics … IT and telecommunication equipment … electrical [equipment],” “13.v. Manufacture, Distribution, and Supply Chain for Critical Products and Industries.” Our organization is aprovider of critical infrastructure in the Communications and Information Technology Sectors as defined by CISA guidance on *Identifying Critical Infrastructure During COVID-19*.**]** **[Abbreviated Organization Name]** continues its operations in accordance with this guidance.

Further, **[Abbreviated Organization Name]** and its employees operate in one or more critical infrastructure sectors as identified by the Federal Government in Presidential Policy Directive 21 (PPD-21), including **[Modify as needed based on your organization’s scope of services:** Information Technology and Communication Sectors as a provider of such residential and commercial products and services as network, internet, and telecommunications equipment, power and electrical equipment, information technology systems that operate homes and businesses, HVAC equipment, and security systems.**]** The bearer of this letter is necessary to perform “minimum basic operations” at **[Abbreviated Organization Name]**.

In view of the above, the bearer of this letter should be permitted to travel and carry on his or her employment activities. The bearer of this letter has been advised and instructed to follow appropriate social distancing practices during such activities.

If you have any questions or require addition information, please do not hesitate to contact me.

Best,

[Organization Representative Name]

[Representative Title]

[Organization Name]