(Company Logo Here)

Date

Reference: Essential Personnel Verification / Name of Employee

To whom it may concern:

Please be informed that the bearer of this letter is employed at (Company name and address here) and is deemed essential personnel under the Order EO D2020-013 of the Executive Director of the Colorado Department of Public Health and Environment issued March 22, 2020 (“March 22 CDPHE Order”).

The bearer of this letter works specifically at a construction project site located at (enter location here)

The Employee referenced above and in possession of this letter has been deemed essential to minimum basic operations. We have required that all personnel not essential to minimum basic operations work remotely.

All employees performing these essential services have been instructed and educated to comply with social distancing requirements set forth in the Order, and anyone who can work from home, is working from home. We have already implemented similar precautionary measures in our workplaces.

If you have any questions or concerns, please call (office information here)

Sincerely,

(Company name and director or superintendent signature here)