**ESSENTIAL BUSINESS ACTIVITY**

Date

To Whom It May Concern:

The bearer of this document is an employee of [company name]. The company is a printing and packaging company that supports and/or serves Essential Businesses. As such [company name] conduct Essential Activities and is critical to the operations of Essential Businesses. Pursuant to the Governor’s Executive Order N-33-20, the company is “needed to maintain continuity of operations of the federal critical infrastructure sectors” and thus exempt from closure.

Further, pursuant to the most stringent of “shelter-in-place” orders issued by various public health officers, like the “Public Order Under City of Los Angeles Emergency Authority” dated March 19. 2020, the company is consider “Essential Activities Exempt” (§5.ix) which exempts from closure “manufacturing and distribution companies deemed essential to the supply chains of the industries referenced” therein.

*[if your company offers mailing services, you can add/replace - Further, pursuant to the most stringent of “shelter-in-place” orders issued by various public health officers, like the “Public Order Under City of Los Angeles Emergency Authority” dated March 19. 2020, the company is consider “Essential Activities Exempt” (§5.vii.j) which exempts from closure “Businesses providing mailing and shipping services….”*

*(§5.vii.e) which exempts from closure “Newspapers, television, radio, magazine, podcast and other media services.”]*

[Company Name] applies best practices in its effort to limit the spread of COVID-19. As possible, employees are required to follow the latest guidelines for social distancing and personal hygiene. Where possible, employees are working remotely. Only those employees whose job requires tools, machinery, etc. are working onsite. In some cases, an employee may be required to work on site temporarily such as to process payroll, administer cash receipts and cash disbursements which are consider Minimum Basic Operations required for the Company to continue operations in support of Essential Businesses.

If you have any questions, please contact:

Officer Name

Company Address

Telephone Number