[Agency address, phone, fax, website]

[Date]

Re: Important Information concerning Essential Personnel Designation

To our Valued Home Care Workers,

Please print and sign your name on the enclosed document and carry it with you daily during your travels to and from work. This form was created due to COVID-19 pandemic, to allow laws enforcement personnel to be aware that you are an essential employee. Thank you kindly for your cooperation. We value the work you do each day and we appreciate all your efforts during this time.

Warm regards,

[Agency name]

SAMPLE

[Agency address, phone, fax, website]

**Attention: Law Enforcement Personnel**

From: [Agency contact and title]

[Date]

Re: Essential Personnel Designation for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (please print)

Please recognize that the above-referenced employee provides **Home Care Services**, an essential service during emergencies, and as such may be required to commute to/from work during times of restricted travel.

For verification, please call [Agency contact number]. Be advised, this dedication line may be busy due to the number of emergency calls incoming.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge and understand that I have been designated as essential personnel at [Agency Name] until further notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature [Agency Contact]

Date: Date:

*Essential staff of [Agency name] should have this memo in their possession along with their current ID to present to law enforcement during times of travel restrictions.*