



ASA-HC Members:

*The following is GENERIC verbiage that can be used for your employees traveling to, from or for work. Each county's order has its own nuances so a customized letter per county will provide maximum protection. You must legitimately determine that your company qualifies as "essential business" for the particular jurisdiction you are working in or you could get into trouble with the authorities for violating a shelter in place order and for making misrepresentations to violate the order.*

To Whom It May Concern:

The purpose and spirit of this letter is to confirm that (company) is an "Essential Business" as referenced in "Stay at Home" Executive Orders in response to the disease COVID-19 from: Harris County (Section 1.c. / Section 2.b.xi); Fort Bend County (Section 3.C. / Section 4.B.iii); and Galveston County (Section 1.b. Section 2.b.iii).

(Company) is a (specialty trade) company in the commercial construction community. This letter is being provided to serve as confirmation that (company), has reasonably and in good faith determined that it is an Essential Business and will continue to operate following entry of, and in compliance with, the Orders.

*We request that any individual presenting this document be allowed to leave their residence to perform work at our office or on a construction jobsite as they are providing services at an Essential Business.*

Consistent with CDC Social Distancing Recommendations, (company) has, to the greatest extent feasible, modified its operations to comply with the Social Distancing Requirements, including, but not limited to, maintaining six-foot social distancing for employees at all times.

For verification of any information contained in this letter, please contact (company)'s corporate office (phone).