



ASA-HC Members:

*Thank you to ASA-HC member The Cromeens Law, PLLC for the following 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.*

## MANDATORY/ESSENTIAL EMPLOYEE DESIGNATION LETTER

To Whom it May Concern:

Counties around the State of Texas including Galveston County, Harris County, Fort Bend County, Williamson County, and City of San Antonio have issued "Stay Home and Work Safe" or similar orders.

The various orders define essential/exempt businesses that are **exempt** from the provisions of the order requiring people to stay home. The orders deem companies which who are necessary to "critical infrastructure" as exempt. **The employee in possession of this letter is employed by a company in the construction industry and is therefore an Essential Business.**

Critical infrastructure is defined in each order and includes but is not limited to construction, including public works construction, and construction of affordable housing or housing for individual experiencing homelessness, social services construction, and other construction that supports essential uses, including essential businesses, government functions, or critical infrastructure, or otherwise as required in response to this public health emergency. The definitions also include suppliers and other businesses that support businesses deemed exempt under the definition of critical infrastructure.

As such, the employee in possession of this letter is exempt from the Stay Home orders in each county to the extent he or she is performing work for the Essential Business.

If you have any questions or concerns, please contact:

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