

March 17, 2020,

To Whom It May Concern,

Per The President's Coronavirus Guidelines For America, (**INSERT COMPANY NAME**) serves a critical infrastructure industry, the food supply chain. See below, circled in red.

Our employees service commercial kitchen cooking and refrigeration equipment in hospitals, senior care facilities, grocery stores, food banks, and restaurants.

We ask that you allow them to proceed on their way to their job site or the office so that we can continue to provide this essential service to our community.

If you have any questions, please feel free to contact us at (**INSERT PHONE NUMBER**).

Sincerely,

(**INSERT NAME & TITLE OF COMPANY PRINCIPAL**)

THE PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- Wash your hands, especially after touching any frequently used item or surface.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.