

Please review the Governor's Stay at Home Order [here](#) prior to using the below e-mail template to the State. You will need to identify the category your business falls under regarding your Essential Business classification.

We highlighted areas that require your customization in yellow and used green highlighted brackets around certain language that may or may not be applicable to your company. Please review this language carefully.

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Thank you for offering this service to assist with clarification regarding the "Essential Business" designation under the Executive Order in Response to COVID-19 (the "Executive Order"). I am reaching out on behalf of [COMPANY NAME] ("Company", "we" or "our" as used herein).

Following the issuance of the Executive Order, we [INSERT DETAILS REGARDING ANY MEETINGS, REVIEWS, ETC. CONDUCTED BY THE COMPANY, INCLUDING WHO WAS IN ATTENDANCE (E.G., THE BOARD, KEY MANAGERS AND LEGAL COUNSEL) AND WHEN SUCH MEETINGS OCCURRED] to assist with our internal review regarding whether our Company meets the classification of an "Essential Business" under the Executive Order. After these deliberations, we concluded that we qualify as an "Essential Business"; however, we appreciate the government's assistance with verifying our interpretation of the Executive Order.

We reviewed the Executive Order to guide our own review of whether our business is "Essential" [and further reviewed the terms therein with our legal counsel]. Our determination that our business is "Essential" is based upon Section 12[INSERT SPECIFIC SECTION LETTER REFERENCE APPLICABLE TO YOUR BUSINESS (E.G., 12(s))].

The Company is a [INSERT COMPANY DESCRIPTION, INCLUDING ANY PRODUCTS PRODUCED/MANUFACTURED AND SERVICES PROVIDED – PLEASE REFER TO SECTION 12 OF THE EXECUTIVE ORDER LINKED ABOVE FOR THE LISTING OF ESSENTIAL BUSINESSES AND OPERATIONS – WE RECOMMEND THAT YOUR DESCRIPTION TOUCHES ON ANY ITEMS LISTED THERE, TO THE EXTENT APPLICABLE]. Our customers include companies [producing products / providing services] in the following industries: [LIST INDUSTRIES].

[We have also received communication from our [customers / clients] requesting us to continue operations as they consider our [products / services] as being essential. We therefore intend to continue to operate as an "Essential Business" under the Executive Order.

In response to the Center for Disease Control and other state and national government guidelines, we will take vigilant steps to ensure the safety of our operations for our employees, including: [INSERT ANY MEASURES TAKEN REGARDING CLEANING, WORK FROM HOME OPTIONS, COMMUNICATIONS WITH EMPLOYEES, ETC.]. We will also ensure that all employees are complying with the Social Distancing Requirements set forth in the Executive Order.

To the extent you require any additional information regarding our business operations and actions taken to comply with all mandates set forth in the Executive Order, please feel free to contact me at [INSERT EMAIL ADDRESS] or [TELEPHONE NUMBER]. We look forward to receiving your response.

Best wishes,