

Date Issued: XX

Critical Infrastructure Designation

Cooperative Name

Essential Employee Name: X

To Whom It May Concern:

The bearer of this letter is an essential worker within the food and agricultural sector and is exempt from any restrictions placed on work or travel during the COVID-19 emergency. This individual is an employee of [Cooperative Name].

[Cooperative Name] is a farmer-owned cooperative that [list operations]. Our facilities are currently operating [list operating hours].

The operations of [Cooperative Name] have been designated as essential critical infrastructure within the food and agriculture sector during the COVID-19 response in accordance with the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency guidance issued on March 19, 2020. The guidance states that employees of critical infrastructure within the food and agriculture sector are "**essential to continued critical infrastructure viability.**"

Operations consistent with the guidance include:

- [List applicable operations from DHS guidance memo found [HERE](#)]

Furthermore, [list guidance/mandate language from state/local authorities if available].

This employee's presence at work is essential to the ongoing operations of this Critical Infrastructure Facility.

Therefore, upon direction of the operations management team at [Cooperative Name] and consistent with this guidance, this employee is continuing their work schedule.

For employment verification, please call the following number: [facility phone number]

Sincerely,

Facility Manager Name

Facility Address:

Phone:

Employee Signature: _____

Date: _____