

Place on your company letterhead
COVID-19 STAY AT HOME ORDER EXEMPT ACTIVITY

To Whom It May Concern:

This letter notifies you that _____ [individual] is performing activities for _____ [your company] (Our Company) that are identified as exempt for the critical sector Essential Infrastructure and Essential Business Operations – Critical Trades under the Emergency Order # 12 (the Order) issued by Governor Tony Evers of the State of Wisconsin on March 24, 2020.

Specially, this person is performing _____ [trade] at the construction worksite located at _____ [worksite location] (the Worksite) for our company between the dates of _____ [work dates]. As such, this person is permitted by the Order to travel from home to the Worksite, travel for requirements of obtaining construction materials and other construction needs of the Worksite, and for performing construction work at the Worksite.

Any questions regarding this letter should be directed to _____ [your COVID-19 coordinator] at _____ [telephone number].

Sincerely,