**The employee bearing this letter has responsibilities related to their employment at (Enter your company name) and is authorized to perform essential work per section 1-E of the state order.**

**Retail Garden Centers are classified as Essential Business** according to the Department of Homeland Security guidance document updated April 17, 2020: *“Advisory Memorandum on* [*Identification of Essential Critical Infrastructure Workers During COVID-19 Response”*](https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce?fbclid=IwAR3zadzMnxv2MRSVqar_G6rGLCt4huE-STZxsy2c9DDztVa0a_4gKl2LACA)*,* and are therefore allowed to continue performing work per section 2-S of the state executive order to shelter/stay at home which references this federal guidance.

**State Order Section 2-S:** Federally designated critical infrastructure, defined as workers and related industries identified by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA) in its “Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response,” https://www.cisa.gov/identifyingcritical-infrastructure-during-covid-19.

**DHS Memorandum:** Workers supporting the growth and distribution of plants and associated products for home gardens.

**Additional support from Section 2-F of the state order:** **Essential retailers, defined as** all supermarkets, food and beverage stores, including liquor stores and warehouse clubs, food providers, convenience stores, office-supply stores, bookstores, computer stores, pharmacies, health care supply stores, hardware stores, **home improvement stores**, building materials stores, stores that sell electrical, plumbing, and heating materials, gun stores, gas stations; auto, farm equipment, bicycle, motorcycle, and boat supply and repair stores, **and businesses that ship or deliver groceries, food, and goods directly to residences;**

**Please continue to allow our employees access to necessary work locations in order to perform their services.** Access includestravel and commuting, movement related to customer pick up or employee delivery of product, movement related to management inspections insuring employees are strictly adhering to company policies on COVID-19, and other necessary tasks.

Thank you in advance for your cooperation. Please contact me directly with any questions.

**Company owner/name**

**Phone Number**