***[insert a date and your company name or letterhead]***

To Whom It May Concern:

Pursuant to guidance from the US Department of Homeland Security (DHS) - Cybersecurity and Infrastructure Security Agency (CISA), “workers to ensure continuity of building functions” is listed under *Other Community-Based Government Operations and Essential Functions*, and are essential to the workforce during the ongoing COVID-19 crisis.

Based on the “Stay in Place” orders issued by San Antonio Mayor Ron Nirenberg on March 23rd, 2020, the residential construction industry is deemed an essential business and is exempt.

To the best of its knowledge, **[name of company]**, hereby considers **[name of worker/trade/company]** a member of the building trades[[1]](#footnote-1), which have been defined as an essential service/business under various local, state and federal government orders. As a result, the individual is exempt from various “stay at home” and/or “shelter in place” orders when necessary to work from offices, construction sites or other locations. I respectfully request that this individual not be impeded from the performance of their lawful and essential duties during the COVID-19 response so long as the individual is healthy and is not showing any signs of COVID-19 symptoms.[[2]](#footnote-2)

Thank you for your cooperation during these difficult and trying times.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[name and title]**

1. Nothing in this letter shall construe the specified individual as an employee, contractor and/or agent of any organization or company named in this letter. [↑](#footnote-ref-1)
2. It is incumbent on the individual, and the individual alone, to monitor his or her health regarding COVID-19. The named organization or company is not responsible for monitoring the individual’s health, nor is it responsible for any possible transmission of COVID-19 from the individual. [↑](#footnote-ref-2)