

Life-Sustaining Business Commuting Guidance for Employees

Employers with employees commuting to and from a business deemed life-sustaining or with a waiver can provide their employees with a letter on company letterhead stating what category of life-sustaining operation they fit into, contact information of a key contact person at the company, and signed by HR or C-level.

You can also provide employees commuting to work to do an essential function with a letter. Non-life sustaining businesses are to close per Governor Wolf's order, but per the Life-Sustaining FAQ document ([HERE](#)), question 13, you can retain employees for essential function(s) on a limited and occasional basis following social distancing guidelines.

Having a letter is not currently required and local enforcement is aware of/utilizing the list as they do enforcement, but this is a current "best-practice" for employers who are deemed life-sustaining or have a waiver and would like to provide their employees with some kind of documentation. If guidance is issued from the Governor's administration or local authority guidance would change, we will update this information.

TEMPLATES FOR USE

EMPLOYEES COMMUTING TO A LIFE-SUSTAINING BUSINESS OR A COMPANY WITH A WAIVER

{Company Letterhead}

{Employee's Address}

{Date}

To Whom It May Concern:

(Insert Company Name) has been deemed life-sustaining per the most recent list of Life-Sustaining Businesses issued by Governor Wolf. (If you received a waiver, you can note that here.) The employee in possession of this letter is commuting to/from work as permitted by the order.

You or any law enforcement official may contact me directly by cell phone if necessary, (insert phone number).

It is our priority to keep our workforce and supply chain safe and healthy and we are actively following the CDC's guidance for health and safety.

Thank you,

(Signature)

(Title)

(Insert Contact Information for CEO or HR Representative)

EMPLOYEES COMMUTING FOR AN ESSENTIAL FUNCTION

{Company Letterhead}

{Employee's Address}

{Date}

To Whom It May Concern:

The employee in possession of this letter is commuting to/from work to perform an essential function for (insert company name). (If you want to expand this to include what function they perform for the company, you could.) They are in on an occasional basis and follow all CDC recommended guidelines for social distancing while performing these functions.

You or any law enforcement official may contact me directly by cell phone if necessary, (insert phone number).

It is our priority to keep our workforce and supply chain safe and healthy and we are actively following the CDC's guidance for health and safety.

Thank you,

(Signature)

(Title)

(Insert Contact Information for CEO or HR Representative)