

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 a C-level individual.

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 14, 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

On the following 2 pages there are templates for businesses to use for different purposes. Brief overviews are below:

Employees Commuting to a Life-Sustaining Business or a Company with a Waiver (page 2)

- This will outline that an employee is driving to their place of employment that is a life-sustaining business or a company with a waiver.
- The PDF on page 2 includes a template that an employer can fill in for their use.
- The letter is intended to provide the employee with necessary information to respectfully share with any law enforcement member, should there be any question regarding their travels.

Employees Community for an Essential Function (page 3)

- This document is intended to be provided to any employees who are driving for an employer who is deemed a life-sustaining business or their company has received a waiver and is traveling as an essential function of their job duties.
- The PDF on page 3 includes a template that an employer can fill in for their use.
- The letter is intended to provide the employee with necessary information to respectfully share with any law enforcement member, should there be any question regarding their travels.

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. The employee in possession of this letter is commuting to/from work as permitted by the order. (If the company received a waiver, you can note that here.)

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)