***SAMPLE ESSENTIAL BUSINESS LETTER***

[COMPANY LETTERHEAD]

August 25, 2020

To: State or local law enforcement and public health & safety officials

From: [Executive Name, Title, Company Name]

Re: Identification of and Request for free and unhindered movement and passage of employees of [Company Name] performing Essential Activities for an Essential Business

This letter identifies its holder as an employee who works at [Company Name], at [Street Address, City, State, Zip Code].

On August 25, 2020, Mayor Kirk Caldwell issued Emergency Order 2020-25 (“Emergency Order 2020-25”) reinstating a “Stay at Home/Work from Home” Order for the island of Oahu, effective at 12:00 AM on Thursday, August 27, 2020, through Wednesday, September 9, 2020. Emergency Order 2020-25 directs all residents to stay at home, work from home, and shelter in place, "except for certain essential activities and work to provide essential business and government services[,]"

Emergency Order 2020-25 contains numerous exemptions for "Essential Activities," and “Essential Operations” by "Essential Businesses."

The personnel of [Company Name] provide many of the Essential Activities and Essential Operations that are exempted from Emergency Order 2020-25, including:

[Company to go through orders and list applicable exceptions]

Accordingly, the holder of this letter is identified as engaged in "Essential Activities" and “Essential Operations” on behalf of an "Essential Business." Therefore, you are requested to allow the free and unhindered movement and passage of the holder of this letter without regard to the COVID-19 Emergency Shelter in Place Orders.

Please do not hesitate to contact me directly should you have any questions.

Thank you,

[Executive Name]

[Title, Company Name]

[Executive’s Phone Number]