March 24, 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 March 22, 2020, Mayor Kirk Caldwell issued Emergency Order 2020-02 (“Emergency Order 2020-02”) directing 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[,]" On March 23, 2020, Governor David Ige issued a Third Supplementary Proclamation that also directed all Hawaii residents to stay at home, work from home and shelter in place (“Third Supplementary Proclamation”). Collectively, Emergency Order 2020-02 and Third Supplementary Proclamation are referred to in this Order as the “COVID-19 Emergency Shelter in Place Orders.”

The COVID-19 Emergency Shelter in Place Orders contain 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 the COVID-19 Emergency Shelter in Place Orders, 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]