To Whom It May Concern:

On March 19 Gov. Newsom issued an executive order directing California residents to “Shelter-In-Place.” Gov. Newsom’s order allows people employed in critical jobs like food production to move freely to go to work, come home, and otherwise travel as needed to produce food.

(Name) is employed at (employer’s name), engaged in the production of (commodity employer produces). Under Gov. Newsom’s March 19 order, (Name) is permitted to travel as needed to work. In addition, (employer’s name) is working to implement good health practices such as maintaining six (6) feet of distance from one another, washing hands frequently for a minimum of 20 seconds, properly covering sneezes and other measures. Should said employee feel ill or sick, they will notify their employer at once, go home and remain at home.

If you have any questions, please contact (employer’s name) at (employer’s phone number).