**Sample Text for Letters Essential Businesses and Activities**

Below are sample letters stating that employees and volunteers are commuting for “Essential Businesses” or “Essential” or allowed activities. It is a best practice for employees or volunteers to keep a copy of letter with them when traveling, but this is not required by the Order at this time.

**Essential Business or Operations:** defined as it relates to congregations and non-profit organizations: ***Providers of Basic Necessities to Economically Disadvantaged Populations.***

To Whom It May Concern:

This is to confirm that [Employee/Volunteer Name] is an employee or volunteer of [Organization Name]. [Organization Name] is an "Essential Business or Operation" within the meaning of Harris County Judge Lina Hidalgo’s "Stay Home, Work Safe" Order issued on March 24, 2020. As such, [Organization Name] is continuing to operate until further notice, and this employee or volunteer is permitted under the terms of the Executive Order to travel to and from work. If you have questions, please contact the undersigned organization representative.

Sincerely,

[Organization Representative Name/Title]

[Phone]

**Essential Activities or Allowed Activities:** defined as it relates to congregations and non-profit organizations: ***To deliver services or supplies to others such as food, pet supplies, and any other household consumer products, supplies needed to work from home, and products necessary to maintain the safety, sanitation, and essential operation of residences.******Faith leaders*** *may minister and counsel in individual settings, so long as social distance protocols are followed. Religious institutions must limit in-person staff to those necessary for preparing for or conducting video or teleconference services.*

To Whom It May Concern:

This is to confirm that [Employee/Volunteer Name] is an employee or volunteer of [Organization Name] performing “Essential Activities” or activities allowed within the meaning of Harris County Judge Lina Hidalgo’s "Stay Home, Work Safe" Order issued on March 24, 2020. As such, [Organization Name] is continuing to operate until further notice, and this employee or volunteer is permitted under the terms of the Executive Order to travel for the “Essential” or allowed activities described below. If you have questions, please contact the undersigned organization representative.

**Description of Essential or Allowed Activities being Performed:**

Sincerely,

[Organization Representative Name/Title]

[Phone]