

[Date]

[Employee Name]
[Address]

Dear [Employee Name]:

This letter is to certify [Employee Name] of [Agency] is deemed an “essential employee” and will need to report to their assigned work location of [Address of Work]. This position provides essential government services to the constituents of Idaho.

Essential Government Functions, as defined by Governor Brad Little’s statewide Stay Home Order signed on March 25, 2020, are “all services needed to ensure the continuing operation of local, state, federal, or tribal government agencies and provide for the health, safety, and welfare of the public.”

For the State of Idaho executive branch entities, this means all state government functions shall continue and individuals responsible for certain essential activities and work to provide essential business and government services or perform essential public infrastructure, including housing, are allowed to interact in person outside their residence in compliance with the Social Distancing Requirements, as defined in Section 8.j. of the Order, to the extent possible.

This action is necessary through April 15, 2020, unless rescinded, amended, or extended per the Office of the Governor.

If you have any additional questions, please contact [Agency HR Contact] or the Idaho Division of Human Resources.

Best regards,
[Agency Director]