**NOTE:** MHEDA has provided this letter template for members to certify that a business and its employees are engaged in an essential activity to determine eligibility for the COVID-19 vaccine.

**Please be aware that this letter is self-certifying and not an official government document. You should review all material that you provide to your employees with your own counsel and consider putting it on your company’s letterhead. The situation is everchanging, and it's essential to be aware of local and state rules and guidelines.**

**TEMPLATE**

**Essential Critical Infrastructure Worker COVID-19 Vaccination Letter**

To Whom It May Concern:

The holder of this letter is serving an essential business and should be considered for the COVID-19 vaccine as part of (*Insert State Name & Vaccination Phase*), in accordance with state and local guidelines. As designated by the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security in Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response Version 4.0, 1 (*Insert Company Name*) is a supplier of equipment essential to build, maintain and service the nation’s critical infrastructure.

This document certifies that (*Insert Employee Name*) is engaged in the following activity(ies) within a sector that has been designated as critical infrastructure by CISA, the continued operation of which is vital for security, national economic security, national public health and safety (check all that apply):

\_\_\_\_\_ Workers who support the construction, maintenance, or rehabilitation of critical infrastructure.

\_\_\_\_\_ Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues.

\_\_\_\_\_ Workers engaged in the manufacture and maintenance of equipment and other infrastructure necessary for agricultural production and distribution.

\_\_\_\_\_ Workers responsible for infrastructure construction and restoration, including but not limited to engineers, technicians, and contractors for construction and engineering of fiber optic cables, buried conduit, small cells, other wireless facilities, and other communications sector-related infrastructure.

\_\_\_\_\_ Workers supporting or enabling transportation and logistics functions, including truck drivers, bus drivers, dispatchers, maintenance and repair technicians, warehouse workers, third party logisticians, truck stop and rest area workers, driver training and education centers, Department of Motor Vehicle (DMV) workers, enrollment agents for federal transportation worker vetting programs, towing and recovery services, roadside assistance workers, intermodal transportation personnel, and workers that construct, maintain, rehabilitate, and inspect infrastructure, including those that require cross-jurisdiction travel.

\_\_\_\_\_ Workers who support the logistics and manufacturing of food and groceries, medical, chemical and critical manufacturing businesses.

\_\_\_\_\_ Workers involved in the manufacturing and distribution of equipment, supplies, and parts necessary to maintain production, maintenance, restoration, and service at energy sector facilities across all energy sector segments.   
  
\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[https://www.cisa.gov/sites/default/files/publications/ECIW\_4.0\_Guidance\_on\_Essential\_Critical\_Infrastructure\_ Workers\_Final3\_5](https://www.cisa.gov/sites/default/files/publications/ECIW_4.0_Guidance_on_Essential_Critical_Infrastructure_%20Workers_Final3_5)

As such, the individual in possession of this letter is a “critical infrastructure industry employee” and should be considered as such for the purposes of determining eligibility for the COVID-19 vaccine.

Should you have any questions concerning this letter, please contact [NAME], [TITLE], [COMPANY] at [XXX-XXX-XXXX]. Certified by: [Name/Title/Phone/E-mail of Your Company Representative]