

Valued Clients and Blog Subscribers:

In light of the governor's proclamation on March 23, 2020, we anticipate a number of your workers will be required to travel and to perform maintenance, tasks, services or other construction-related work on various of your ongoing projects. Therefore, we recommend that you provide those workers with an authorization letter (“Hall Pass”) along the following lines:

**To whom it may concern,**

***[insert name] is employed by [firm] as [title]. [Firm] is a construction firm engaged in [operations, inspection, maintenance] of construction projects in areas of [essential infrastructure, essential maintenance and operation of transportation projects, defense projects...as applicable] as follows:***

***[Describe project types generally.]***

***As part of [firm]'s support of such [essential infrastructure, transportation, utility maintenance] projects, [insert name here] must perform field activities at [name project site(s)] in order to perform the following anticipated tasks: [list tasks, including dates if possible.]***

***During any time away from home, [insert name] is instructed to comply with the following “Social Distancing” requirements:***

- Maintaining at least a six-foot social distancing from other individuals;***
- Washing hands with soap and water for at least 20 seconds as frequently as possible, or using hand sanitizer;***
- Covering coughs or sneezes (into the sleeve or elbow, not hands);***
- Regularly cleaning high-touch surfaces; and***
- No shaking hands.***
- In addition, [insert name] is advised by [firm] to avoid gatherings of other individuals on any project site or during any field activity of more than [insert number] persons.***

***If you have any questions regarding this Authorization please contact [firm]’s [CEO, COO or In-House counsel]***

***Sincerely,***

***[Firm]’s [CEO, COO, or In-House Counsel]***

Ensure that all employees are instructed to adhere to the following guidelines:

- Keep this authorization letter on your person or securely in your vehicle;**
- Each employee is to have a company name tag and picture ID in their possession while traveling or at the job site;**

- Be prepared to present your company name tag or picture ID to any government official or law enforcement agent requesting authorization to travel, along with this authorization to travel letter;
- Do not copy or disseminate to others. This authorization authorizes you and no one else. Do not post this letter of authorization on social media.