Effective March 24, 2020

To Whom It May Concern,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an employee of INSERT COMPANY NAME working on our construction jobsite.

Per Governor Inslee’s stay-at-home order, “construction workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)” are deemed an essential service.

We are committed to operating a safe and hygienic jobsite by following the below precautions:

1. Continuance of social distancing of six feet
2. Washing of hands frequently with minimal touching of the face
3. Wearing gloves on all jobsites
4. Utilization of the Building Industry Association of Washington’s Jobsite Best Practices and 10-Point Plan for Building a Safer Job Site documents

Questions regarding our employees and/or jobsite should be directed to John Doe, Title, Phone and/or Email.

Sincerely,

Name

Title

Company