



The National Council of the United States, Society of St. Vincent de Paul, Inc. makes no claims or other assurances that this SAMPLE Letter is legal in all States and Localities-Please consult rules and regulations in your local area.

To Whom It May Concern:

_____ (the "Worker") provides certain services, which are deemed essential, for the _____ Society of St. Vincent de Paul. SVdP has designated this Worker as exempt from any applicable mandate or guidance that calls for individuals to remain at home (or otherwise not work) to prevent the spread of COVID-19. Potential reasons for this designation may include, among other things:

1. Working for an essential business (e.g., hospitals, medical clinics, assisted living facilities, pharmacies, homeless shelters, grocery stores, food delivery companies, and suppliers of necessary goods and services for essential businesses);

and/or

2. Performing essential duties (e.g., medical care and, when necessary, cleaning/sanitation services, security services, making/distributing food, and providing minimum basic operations to maintain a business, such as processing payroll and employee benefits).

Given the instant designation, this Worker is authorized to perform his/her job duties as necessary and to commute to and from work in order to do so.

Thank you for your acknowledgment of this designation.

Sincerely,

Authorized Signer