

Sample letter for employees of companies considered as 'essential services'

Suggested format for the letter:

- On company letterhead
- Signed by GM, CEO, Managing Director or similar (top level)
- States that company is an essential business. Should also state what essential category or categories they are part of and where they sit (i.e. primary provider of essential service, supply chain)
- Recommend including some of the measures they are taking to keep employees safe
- Who to contact with any queries, perhaps with business card if available to pass on

To whom it may concern,

Since Monday 23 March 2020, the guidance at [covid-19.govt.nz](https://www.covid-19.govt.nz) has been regularly updated to specify what constitutes essential services and businesses, including their supply chains.

Waste management, including recycling, has been identified as essential in the essential services list under 'utilities and communications.'

As a critical member of Company A's supply chain, as confirmed by our customers, our company B performs a service that is essential to ensuring the safe continuation of waste services.

Our company, B, has put in place all government recommended safety measures such as shift work, staggered meal breaks, working from home for appropriate employees, requesting employees who travel from different regions to stay home, physical distancing and appropriate hygiene/PPE practices.

Our employee, Employee Cee, is a trusted member of our organisation and has carried out all the above recommendations. Their working hours are 00.00 to 11.11.

If you have any further questions about the essential services status of our company, B, please direct all enquiries to me by phone: 000 0000 0000, or via email to me@companyb.com.nz.

Please do not approach staff directly for comment or query. Please help keep yourself and our staff safe by practicing physical distancing.

Kind regards,

Company Director

Chief Operating Officer