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[Company Name]

Address

DATE: [ ], 2020

**CRITICAL INFRASTRUCTURE INDUSTRY ESSENTIAL EMPLOYEE VERIFICATION  
AND TRAVEL LETTER**

This letter identifies, [Employee Name] as an Essential Employee of [Company Name], which conducts Critical Infrastructure or Essential Services under Alaska Governor Dunleavy's COVID-19 Health Orders.

[Company Name] has submitted its Community/Workforce Protective Plan for maintaining critical infrastructure to Alaska Unified Command pursuant to COVID-19 Outbreak Health Orders.

**The individual named above should be considered authorized to travel under [Company Name] Community/Workforce Protective Plan.**

Please grant this Essential Employee entry into Alaska and/ travel to Alaska so they can continue with their job while protecting public health and security. This letter is valid from the above date through \_\_\_\_\_, OR for the duration of the national emergency related to the COVID-19 pandemic, OR the effective period of Alaska's COVID-19 Outbreak Health Order.

The employee named above is required to comply with [Company Name]'s Community/Workforce Protective Plan on file with the State of Alaska. **Specific direction to the employee can be found on page 2 of this authorization letter.**

Thank you for your cooperation. For validation purposes or questions, please contact the undersigned.

Sincerely,

[ Corporate HR or Safety Representative ]

Email address

Telephone Number

**[Company Name] Travel instructions for employees traveling to Alaska**

**\*\*\*Note: These instructions, and the accompanying letter, are only for use while traveling to perform an essential service or work in a critical infrastructure industry. Use of these documents is only permitted for someone traveling for the sole purpose of working under a Community/Workforce Protective Plan. It is prohibited to use these documents for any other type of travel (such as personal/recreational travel).\*\*\***

[Employee Name], you are required to comply with the instructions below while traveling to Alaska as an Essential Employee to perform critical infrastructure work, in accordance with [Company Name]'s Community/Workforce Protective Plan on file with the State of Alaska. If travel is impeded or delayed, please contact your designated travel POC or supervisor immediately for further instructions.

1. Proceed directly to your work location/job site in the most direct manner available.
2. While traveling via aircraft, in airports, and in taxi or rideshare or multi-passenger corporate vehicles, you must properly wear a face covering (covers the nose and mouth) at all times.
3. [If Company has contracted/or is providing for employee testing at a particular location in Alaska, either at the final work location/job site, or at an intermediate testing location, please provide the address and specific instructions here.]
4. If required to overnight in transit, or if staying in commercial lodging to perform your critical infrastructure work, please note the lodging location and address here: \_\_\_\_\_.
  - a. While overnight lodging is utilized you must quarantine in your accommodations, and remain isolated from others.
  - b. Please utilize room-service or restaurant delivery service for meals. If possible, pay over the telephone, and arrange for contactless delivery of your meals. If that is not possible, you are required to wear a mask during interactions, and wash your hands before and after receiving your food delivery.
  - c. Comply with all hotel/lodging COVID-19 policies and procedures, and any applicable local health mandates.
  - d. When resuming travel, please proceed in the most direct manner available to the airport or other transportation facility.
5. Upon arrival at the work location/job site (General location description or address):
  - a. You may be required to complete a health/temperature screening prior to entrance to the workplace.
  - b. In accordance with [Company Name]'s mitigation plan, you may begin work upon arrival, ensuring you maintain a physical distance of greater than 6 feet between yourself and others. If unable to maintain this

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- physical distance, you must wear a face covering (covers the nose and mouth) at all times.
- c. For 14 days after arrival at the work location/job site, you are not permitted to leave your lodging/quarantine location for purposes other than work.
  - d. You are required to comply with all OSHA, corporate workplace safety, and site manager/supervisor instructions at all times.
  - e. If you feel ill, have a temperature, or are exhibiting any symptoms consistent with COVID-19, you must cease work immediately, report to a supervisor/occupational health officer, and proceed directly to your quarantine location until released by an authorized individual.

**Certification:** I hereby certify that I have read and understand the instructions provided above, and will comply with the provisions of our Community/Workforce Protective Plan, State of COVID-19 Outbreak Health Orders 5, 6, and 8, and local requirements.

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Employee Signature