

[Agency Letterhead]

[Address]

[To whom it may concern],

The Department of Homeland Security's Cybersecurity and Infrastructure Security Agency in a March 19, 2020 memo issued guidance outlining critical infrastructure industries and employees. Specifically, the memo states:

"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule."

In addition, the guidance included with the memo identifies critical aspects of the transportation industry including:

Mass transit workers

Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment

Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers

Given above, the individual carrying this letter either in hardcopy or electronically on his/her smart phone or tablet device is a [TIER 1] Essential Critical Infrastructure Worker with priority access and exemption from shelter-in-place requirements in order to perform his/her duties. Please call [enter contact name and number] to verify that this individual has been designated by [agency name] as a [TIER 1] Essential Critical Infrastructure Worker.

Sincerely,

[Transit Agency Official]