

SAMPLE LETTER TEMPLATE FOR **FOOD AND AGRICULTURE EMPLOYEE**
PLACE ON COMPANY LETTERHEAD

Front-Line Critical Industry Employee Entitled to COVID-19 Vaccine Prioritization

To Whom It May Concern:

The individual in possession of this letter is a front-line worker in the Food and Agriculture industry sector and is entitled under federal and state policy to prioritization to receive a vaccination against SARS-CoV-2, the virus that causes COVID-19. The Food and Agriculture industry sector encompasses a broad range of functions necessary to bring food commodities to consumers, including agricultural, food manufacturing, transportation, and retail workers, as well as essential supporting functions. The Food and Agriculture industry is a sector that has been deemed by the U.S. Government as critical to the infrastructure of the United States, and the individual therefore must continue in-person work to support the continued function of the economy in this time of crisis.

The Food and Agriculture industry has been designated a “Critical Infrastructure Segment” under Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001. 42 U.S.C. § 5195c(e). It is therefore the policy of the United States government that these industries continue to function with minimal disruption in the event of an emergency. The person in possession of this letter is unable to fulfill his or her critical job function remotely and must continue to work in person to support the continued need for essential food and agriculture goods and services.

Accordingly, the individual in possession of this letter is a front-line, “critical infrastructure industry employee.” Recognizing the need for front-line workers in critical infrastructure sectors to receive vaccinations ahead of the general public, the U.S. Centers for Disease Control and Prevention (CDC) has recommended that front-line essential workers such as those in the Food and Agriculture industry sector be included within Phase 1b of vaccine distribution plans. See The Advisory Committee on Immunization Practices’ Updated Interim Recommendation for Allocation of COVID-19 Vaccine — United States, December 2020, available at <https://www.cdc.gov/mmwr/volumes/69/wr/mm695152e2.htm>. We ask that you afford this individual the requisite level of priority for essential workers in your jurisdiction’s deployment of the SARS-CoV-2 vaccine.

Should you have any questions concerning this letter, please contact [NAME], [TITLE], [COMPANY] at [XXX-XXX-XXXX].

Certified by,

[NAME]