

## Essential Employee Designation Letter

Re: Designation of Mandatory/Essential Personnel

Considering the ongoing COVID-19 state of emergency, on March 11<sup>th</sup>, Mayor Muriel Bowser of Washington, DC and on March 14<sup>th</sup>, Governor Larry Hogan, of the state of Maryland, enacted an emergency order to drastically reduce the viral exposure, and expand childcare services during this time for critical personnel.

Essential employees (employees who are necessary to fulfill daily operational employment requirements per company policy), are required to report to work to ensure that essential operations continue uninterrupted. Some positions may require employees to perform duties not normally assigned to them.

In accordance with BSLLC HRM P&P Manual, your position has been designated as an “Essential Employee” and is required for the essential operation of the organization during adverse time/events, e.g., COVID-19. In the event that the CEO/designee determines and announces the decision to close, delay, or cancel activities deemed to receive immediate attention, you will be required to physically report to work at the start of your regularly scheduled shift or as instructed by management. It is extremely important your contact information is updated in Workforce Today so that you can be reached in these situations. An essential employee’s failure to report to work or remain at work may result in disciplinary action and/or requiring the hours missed to be charged to available leave, as appropriate, as determined by management.

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\_\_\_\_\_ (please print) is an employee of BSLLC/HFELA/WBCDC/GATEWAY (please circle) and is considered an essential employee, which is servicing the child care needs of community constituents and essential personnel of the COVID19 responders. It is our intent to ensure that essential personnel have access to childcare during this extended period of school closure and mandatory work hours.

The organization shall maintain a list of essential employees (employees who are required to report to work). Essential employees shall be notified of this designation in writing. During the Mayor’s and the Governor’s declared State of Emergency, management may change an employee’s status to essential at any time. After an employee’s status is changed to essential, the employee may have 24-hours from the time he/she is notified of his/her new status to appeal that decision based on health conditions, such as immune system, respiratory issues, or heart conditions. Such appeals will go to the human resources department. The human resources department shall respond in writing within five (5) days to the employee and management regarding the outcome of such appeals. This answer is not subject to the grievance procedure.

Sincerely,

T. Adams  
President/CVO