



# Oregon

Tina Kotek, Governor

## MEMORANDUM

**To:** Whom It May Concern

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subject:** Employee Required to Report to Worksite

\_\_\_\_\_ is committed to upholding the health, safety, and welfare of the State of Oregon during the ongoing state of emergency that, to the maximum extent possible, individuals stay at home or at their place of residence.

A. \_\_\_\_\_, has been designated as an essential employee and, it is necessary that they report to our worksite to help maintain ongoing business operations.

OR

B. Unfortunately at this time teleworking is not available to \_\_\_\_\_, and due to the role they hold in our organization it is necessary that they report to our worksite to help maintain ongoing business operations.

If you have questions, please contact me at \_\_\_\_\_.