

## Joleen Kaminski

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**From:** CLRInfo  
**Sent:** April 21, 2021 8:16 AM  
**To:** Ken McCormack  
**Cc:** Maria Sushkova  
**Subject:** Health Order Clarification | Travel Under Restrictions | Essential Service  
**Attachments:** April 16 2021 Essential Worker Sample Letter.docx

**Importance:** High

### [CLR Members,](#)

As follow-up to the email we sent on Monday regarding Provincial Health Officer directives on travel under the restrictions, The Council of Construction Associations (COCA) has developed a draft letter that you may wish to use or adapt to your purposes as a template for use with your employees/workers.

Monday, the Provincial government announced that non-essential travel should be confined to local travel only. On Friday, Public Safety Minister Mike Farnworth will issue orders under the Emergency Program Act to restrict people's ability to leave their Health Authority.

"This will be conducted through random audits, not unlike roadside checks or CounterAttack during the Christmas season", Horgan explained. "They will be susceptible to all travellers, not just some travellers, and again they will be random and there will be a fine if you are travelling outside your area without a legitimate reason."

This Health Order announcement does not prevent workers from engaging in work activities.

**The sample letter is below and attached for your use.**

April 21,  
2021

Company logo

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>Work Site:</b>	

To whom it may concern,

### **Re: Confirmation of Employment Location (Essential Service)**

The purpose of this letter is to confirm that the above-mentioned person is employed in the Construction Sector by **(insert company name)** as a **(job title)** at **(work site address)**. Construction has been deemed an essential service in BC.

The provincial government has advised that where individuals are unable to work from home, including many in the construction sector, they should continue to go to work where this can be done in accordance with the Public Health Officer orders. Therefore, as a **(job title)**, this employee should be viewed as falling within the scope of this guidance.

The above-mentioned employee is deemed essential to our operations and needs to be working in a vehicle or on-site at our construction site to fulfill a critical operations and support role.

This employee should also have the ability to travel from their home to our worksite for their shift and/or between our sites in order to execute the operational requirements, leadership and/or safety of our worksites and employees.

Our company strictly adheres to Covid-19 protocols and has Covid-19 safety plans in place at each of our construction sites.

If you have any questions, please feel free to direct them via email to **(insert company email contact)** or by telephone at **(insert company telephone #)**

Yours truly,

Insert Company Representative

Name Title/Position

Stay safe.

Ken McCormack | President & CEO

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