



990 Eddy Street

T 415 972 1200

San Francisco, CA 94109

CatholicCharitiesSF.org

[Date]

Dear [name of employee]:

As a [title of position] at Catholic Charities of the Archdiocese of San Francisco, serving San Francisco, San Mateo, and Marin counties, you are considered an essential worker “providing human services to our vulnerable populations to ensure their health and well-being.”

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being of all Californians. In accordance with this order, the State Public Health Officer has designated “Essential Critical Infrastructure Workers” to help state, local, tribal, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. Similarly, the San Francisco Public Health provided a similar order with an exemption for essential workers. You qualify as an essential worker because Catholic Charities “provides food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals.”

Now more than ever, we need everyone to come together to make sure that Catholic Charities is providing the highest quality of care to our vulnerable populations who need it the most. We ask for your understanding and flexibility as we are adapting to the rapidly changing environment. I want to thank you personally for your dedication to continue to serve our clients with compassion and respect, consistent with our organizational core values.

Please keep this letter with you and be prepared to present it along with your employee identification in the event you get stopped by law enforcement authorities questioning whether you are following the government orders.

Sincerely,

Jilma Meneses
Chief Executive Officer