[Company Letterhead]

Dear COVID-19 Vaccine Provider:

This is to verify that [name of company] employees meet Phase 1 eligibility guidelines for COVID-19 vaccination.

[Name of company] [owns/operates vessels and/or facilities and/or provides services] as part of the U.S. maritime transportation system. [Name of company] employees are considered essential critical infrastructure workers as defined in the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) December 16, 2020, Memorandum on Ensuring Essential Critical Infrastructure Workers’ Ability to Work During the COVID-19 Response (Enclosure A).

The Centers for Disease Control Prevention and Response (CDC) Advisory Committee on Immunization Practices (ACIP) recommendations released in December 2020 (Enclosure B) consider essential workers identified in the CISA memo, including [name of company] employees, to be eligible for vaccination in Phase 1.

The CISA memo identifies essential critical infrastructure workers to include: “maritime transportation workers, including port authority and commercial facility personnel, dredgers, port workers, security personnel, mariners, ship crewmembers, ship pilots, tugboat operators, equipment operators, ship supply workers, chandlers, repair company workers, and maritime and mariner training and education centers;” “workers who repair and maintain...marine vessels...and the equipment and infrastructure that enables operations that encompass movement of cargo;” and “workers supporting transportation via inland waterways, such as barge crew, dredging crew, and river port workers.”

As an employer of essential critical infrastructure workers, [name of company] respectfully requests that the employee bearing this letter be promptly vaccinated for COVID-19 to ensure the resiliency of critical maritime transportation infrastructure and the national supply chain.

If you have any questions, please contact:

[Provide company POC, title, phone number and email address]

Sincerely,

[Signature]