COMPANY LETTERHEAD

DATE, 2021

TO: STATE Department of Health

RE: COVID-19 Vaccine Eligibility

To Whom it May Concern:

Please consider EMPLOYEE FULL NAME for eligibility in phase 1B for COVID-19 vaccination. EMPLOYEE NAME works in a **congregate work and living setting** that makes it impractical, and sometimes impossible, to social distance for significant periods of time.

EMPLOYEE NAME works as a crewmember aboard a towing vessel in PORT NAME OR GEOGRAPHIC AREA SERVED. Their position requires that they both live and work aboard the towing vessel for LENGTH OF SHIFT. EMPLOYEE NAME is aboard with # other crewmembers in close quarters for this duration, rotating their workday between work and rest periods.

EMPLOYEE NAME is additionally classified as an **essential critical infrastructure worker** by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency in the enclosed document. Enclosure 1 identifies essential critical infrastructure workers to include: “maritime transportation workers, including […] mariners, ship crewmembers, ship pilots, [and] tugboat operators” 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, COMPANY NAME respectfully requests that EMPLOYEE NAME 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:

NAME

POSITION

PHONE NUMBER OR EMAIL ADDRESS

Sincerely,

SIGNATURE

Enclosure: [*DHS Cybersecurity and Infrastructure Security Agency Memorandum on Ensuring Essential Critical Infrastructure Workers' Ability to Work During the COVID-19 Response*](https://www.cisa.gov/sites/default/files/publications/ECIW_4.0_Guidance_on_Essential_Critical_Infrastructure_Workers_Final3_508_0.pdf)