



To: Law & Health Authorities  
From: Crossroads' President CEO & Senior Leadership Team  
Date: March 20, 2020  
Subject: **Access for Essential Personnel During COVID-19 Crisis**

To Whom it May Concern:

The individual carrying this letter is an employee of Crossroads and is required by Federal order to provide daily janitorial, landscaping, or Mental Health Services at essential governmental facilities. In accordance with the Federal, State and County ordinances, this employee is designated as critical and essential to the continuation and/or maintenance of operations of one or more government location. The bearer of this letter, and accompanied support person, may need to travel during times of mandated curfew or shelter-in- place orders. As such, this individual should be allowed to travel freely and without interruption or interdiction to and from facilities.

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Employee Name

If you require any further authorization or information, please contact Eren Ortiz, Crossroads Health & Safety Officer/HR Director immediately via cell phone at (916) 200-5171.

Erika Trujillo  
Interim President/CEO

