

Sample 'Essential Travel' Letter that you can provide to employees. Please note it is not required that your employees have a letter with them. OWMA is simply providing this for our members to use if they choose.

<your company letterhead>

To Whom It May Concern:

<your company name> is wholesale distributor of food and other grocery and household consumer products to convenience stores and other retailers in Ohio. Per federal Coronavirus Guidance and Ohio directives, the supply chain to grocery stores, convenience stores and other establishments engaged in the retail sale of groceries, prepared food, alcoholic and nonalcoholic beverages, any other household consumer products (such as cleaning and personal care products) are Essential Businesses and Operations that are encouraged to remain open.

Our employee with this letter is important to this company's ability to process and deliver grocery, food and household consumer products to stores in Ohio. For purposes of work related travel the employee is covered under the 'Essential Travel' section of directives that have been given. ['Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations].

Please contact <company name> if you have questions. Thank you.