**[Farm Name & Address, or Letterhead]**

**ESSENTIAL FOOD AND AGRICULTURAL EMPLOYEE WORK PERMIT**

**March 2020**

**The identified farm/business hereby requests this employee be granted the right to work and to proceed to work and home after work, consistent with the Kansas Governor’s Executive Order 20-15 regarding essential work functions, and the U.S. Department of Homeland Security’s (DHS) identification that the production and supply of food is one of 16 critical infrastructure areas providing vital service to the nation.**

**In its advisory issued on Thursday, March 20, and updated on March 28, the DHS indicated that *“If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule.”*** [***https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce***](https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce)

**Agricultural labor is identified as a critical component of that food supply, and thus it is important that workers who make up an essential part of the food supply chain be allowed to remain operational.**

As state and local communities implement COVID-19-related movement restrictions, it is imperative that they allow for the appropriate movement of critical infrastructure workers within and between jurisdictions. By the Governor’s Executive Order 20-15, local issuing authorities must grant—and do not have the discretion to deny—exemptions from the restrictions of any local “stay home” or similar order to requesting companies or other organizations for the performance of essential functions.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an employee of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and requests permission to travel for employment and to and from a place of employment per Kansas Governor’s Executive Order 20-15 and the official federal guidance document issued by the U.S. Department of Homeland Security.**

For verification or inquiries regarding this request, please contact the farm business above at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [phone number].

Issued by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[CEO/Owner] Date

**Kansas Essential Agricultural Functions**

* Produce and Provide Agricultural Products and Services
* Produce and Provide Human and Animal Food Products and Services
* Maintain Supply Chains for Essential Functions and Critical Infrastructure (as defined by DHS)
* Transport Cargo and Passengers by Rail
* Transport Cargo and Passengers by Road

**The Department of Homeland Security defines Food and Agriculture Essential Critical Infrastructure Workers as:**

* Workers supporting groceries, pharmacies, convenience stores, and other retail (including unattended and vending) that sells human food, animal/pet food and pet supply, and beverage products, including retail customer support service and information technology support staff necessary for online orders, pickup and delivery.
* Restaurant carry-out and quick serve food operations, including dark kitchen and food prep centers, and carry-out and delivery food employees.
* Food manufacturer employees and their supplier employees—to include those employed in food ingredient production and processing facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
* Farmers, farm workers, and agribusiness support services to include those employed in auction and sales: grain and oilseed handling, processing and distribution; animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically and for export.
* Farmers, farm workers, support service workers, and their supplier employees to include those engaged in producing and harvesting field crops; commodity inspection; fuel ethanol facilities; biodiesel and renewable diesel facilities; storage facilities; and other agricultural inputs.
* Employees and firms supporting the distribution of food, feed, and beverage and ingredients used in these products, including warehouse workers, vendor- managed inventory controllers and blockchain managers.
* Workers supporting the sanitation and pest control of all food manufacturing processes and operations from wholesale to retail.
* Employees in cafeterias used to feed employees, particularly employee populations sheltered against COVID-19.
* Workers in animal diagnostic and food testing laboratories in private industries and in institutions of higher education.
* Government, private, and non-governmental organizations’ workers essential for food assistance programs (including school lunch programs) and government payments.
* Employees of companies engaged in the production, storage, transport, and distribution of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including seeds, pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
* Animal agriculture workers to include those employed in veterinary health (including those involved in supporting emergency veterinary or livestock services); raising of animals for food; animal production operations; livestock markets; slaughter and packing plants, manufacturers, renderers, and associated regulatory and government workforce.
* Transportation supporting animal agricultural industries, including movement of animal medical and reproductive supplies and materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, live animals, animal by-products, and deceased animals for disposal.
* Workers who support sawmills and the manufacture and distribution of fiber and forest products, including, but not limited to timber, paper, and other wood and fiber products.
* Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary for agricultural production and distribution.