



March 25, 2020

Good afternoon,

Please see the information from the Puget Sound Chapter, NECA regarding Washington state construction projects.

*The attached blog was posted this afternoon. NECA fully supports the spirit and intent of the blog and the Authorization Letter. However, NECA feels compelled to let contractors know that their employees are **not required** to have or maintain such a letter/pass. I spoke with John Ahlers and he confirmed that he had received numerous requests from some of his clients for such a letter or authorization. That's why he used the word "recommend" in the opening paragraph.*

On another issue, we are still waiting for the Governor's clarification of "essential construction site and construction project". We were hoping to have that clarification by 2 PM. We understand that more than a few GC's have notified contractors that their jobsites are shut down at least through Friday, to be re-evaluated after any further guidance from the Governor's Office is received.

NECA will advise contractors as soon as we hear anything.

Please continue to advise NECA of any jobsite/GC actions that your firm is experiencing.

As this process continues, NECA will publish more information on the various employee and contractor benefits available from State and Federal agencies.

Thank you

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Authorization Letter / "Hall Pass"

DATE: MAR 25, 2020 / AUTHOR: JOHN P. AHLERS

Valued Clients and Blog Subscribers:

In light of the governor's proclamation on March 23, 2020, we anticipate a number of your workers will be required to travel and to perform maintenance, tasks, services or other construction-related work on various of your ongoing projects. Therefore, we recommend that you provide those workers with an authorization letter ("Hall Pass") along the following lines:

To whom it may concern,

[insert name] is employed by *[firm]* as *[title]*. *[Firm]* is a construction firm engaged in *[operations, inspection, maintenance]* of construction projects in areas of *[essential infrastructure, essential maintenance and operation of transportation projects, defense projects...as applicable]* as follows:

[Describe project types generally.]

As part of *[firm]*'s support of such *[essential infrastructure, transportation, utility maintenance]* projects, *[insert name here]* must perform field activities at *[name project site(s)]* in order to perform the following anticipated tasks: *[list tasks, including dates if possible.]*

During any time away from home, *[insert name]* is instructed to comply with the following "Social Distancing" requirements:

- Maintaining at least a six-foot social distancing from other individuals;

- Washing hands with soap and water for at least 20 seconds as frequently as possible, or using hand sanitizer;
- Covering coughs or sneezes (into the sleeve or elbow, not hands);
- Regularly cleaning high-touch surfaces; and
- No shaking hands.
- In addition, *[insert name]* is advised by *[firm]* to avoid gatherings of other individuals on any project site or during any field activity of more than *[insert number]* persons.

If you have any questions regarding this Authorization please contact *[firm]*'s *[CEO, COO or In-House counsel]*


Sincerely,

[Firm]'s *[CEO, COO, or In-House Counsel]*

Ensure that all employees are instructed to adhere to the following guidelines:

- Keep this authorization letter on your person or securely in your vehicle;
- Each employee is to have a company name tag and picture ID in their possession while traveling or at the job site;
- Be prepared to present your company name tag or picture ID to any government official or law enforcement agent requesting authorization to travel, along with this authorization to travel letter;
- Do not copy or disseminate to others. This authorization authorizes you and no one else. Do not post this letter of authorization on social media.

You can download a template for the Hall Pass [here](#).

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 [Website](#)

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