[DATE]

RE: [FIELDWORK ACTIVITY]

To Whom It May Concern:

The University of Washington has designated the [FIELDWORK ACTIVITY] in [LOCATION] as an essential function for the period of [DATES OF FIELDWORK ACTIVITY]. In addition, this fieldwork has been authorized by [PROPERTY OWNER/RESPONSIBLE AGENCY]. This designation and authorization allows this critical research to go forward under the Washington State Governor’s “[Safe Start Reopening Plan](https://coronavirus.wa.gov/what-you-need-know/safe-start)” .

[JUSTIFICATION OF ESSENTIAL/CRITICAL NATURE OF FIELDWORK].

An approved Health and Safety Plan for this fieldwork is on file in the [UNIT NAME] and can be provided upon request.

Names of employee(s) providing critical in-person services in support of this activity include:

[ESSENTIAL/CRITICAL EMPLOYEE NAME(S)]

If you have any questions about this designation, please feel free to contact me at [EMAIL, PHONE #].

Sincerely,

[UNIT CHAIR/DIRECTOR SIGNATURE BLOCK]