

SAMPLE WAIVER REQUEST VIA EMAIL

TO: RA-dcexemption@pa.gov

Cc: ra-dcedcs@pa.gov.

RE: COVID-19 SHUTDOWN WAIVER REQUEST

Please accept this as a formal request for a waiver from Governor Wolf's Emergency Proclamation, and accompanying Public Health Order, ordering the shutdown of all "non-life sustaining" business.

We seek this waiver to perform (itemize work you intend to perform)

This work should be granted a waiver because (state any relationship your work has to life sustaining work listed in the Governor's list as not being directed to close, OR how the failure to perform the work will create a threat to the public health, safety or welfare, also provide relevant data as to how many employees you intend to use for this work, hours it will be performed, and why it cannot be delayed).

We intended to use, in the course of any work subject to this waiver, following protocols to mitigate any spread of COVID-19, including (list procedures protocols). Our business is otherwise complying with the Emergency Proclamation for other operations that will not be covered by this waiver, and will resume other work from home protocols where possible.

(IF APPLICABLE PLEASE ADD:)

Further, the work to be performed will take place in (list County), which presently has no or very few reported cases of COVID-19, and therefore proceeding with this work presents a reduced threat to the spread of COVID-19.

If you need additional information please contact me at

(list contact info name, cell, email etc)