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March 24, 2020

To: Federal, Provincial or Local law enforcement and public health & safety officials

From: Ian Potts, Plant Manager, P&G Brockville

**Re: Request for passage of employees of suppliers to P&G** **performing essential activities**

Please be informed that the bearer of this letter is employed at [P&G Supplier Name], located at [address]. The [P&G Supplier] provides [list materials/services] to us here at P&G Brockville. At P&G Brockville, we manufacture household consumer products necessary to maintain the safety, sanitation, and essential operation of residences and businesses, and that are vital to the continued operation of grocery stores, supermarkets, and similar retailers. These products are used daily in homes and businesses to help people stay clean and healthy. Without the production and distribution of these products, we risk seeing widespread shortages of these essential daily-use products across the United States and Canada. Production and timely distribution are especially critical right now to meet the sudden increased consumer and retail demand. Without the [list materials/services] provided by [P&G Supplier], we cannot manufacture our finished product.

The continued operation of our facilities, and the operation of our supply chain related to the products produced here at P&G Brockville, is critical to our region’s direct response to the pandemic. Therefore, we have determined that P&G’s operations to manufacture and distribute critical health and household consumer products constitute an “Essential Business” as defined by the Province of Ontario in its shutdown order on March 23, 2020, and defined further in the List of Essential Workplaces released on that same date. We have also determined that [P&G Supplier] is an “Essential Business.”

The employee in possession of this letter is essential to the basic operations of the [P&G Supplier] and is therefore essential to our operations.

Please do not hesitate to contact me at 613-342-9592 x11589 should you have any questions regarding this letter or our operations at P&G Brockville.