

NAM Tools on "Essential" Manufacturing Operations

SAMPLE MESSAGE TO OFFICIAL / DEPARTMENT / AGENCY

Dear [Lawmaker name],

[Company name] supports [Governmental entity]'s efforts to mitigate the spread of COVID-19, including restrictions on mass gatherings and "shelter-in-place" orders. [Company name / location] has embraced the various guidance on social distancing, good hygiene and teleworking where possible with our staff.

We, however, believe that manufacturing, including that done by our company, qualifies as an "essential businesses" within the purposes outlined in any public emergency declarations.

Our local response to coronavirus depends on the continued manufacturing operations of our company.

[Insert specifics on what your products provide to support to the national response to coronavirus, whether it is as a part of a supply chain or responding to consumer needs.]

Example: In the current public emergency, any necessary vehicles – whether automobiles to transport healthcare workers, emergency response vehicles to tend to people, or trucks to deliver foods to grocery stores -- depend on lubricants to operate. Further, agricultural equipment to produce foods and machines to make emergency healthcare items all need lubricants for their operations.

For those reasons, we urge you to designate manufacturers including [Company name], as "essential" businesses who provide services and support jobs critical to our efforts to stop the spread of coronavirus, and issue clarifying language to help other businesses in our community understand the role they can play in this nationwide effort.

Sincerely,

[Name and contact information]

SAMPLE TALKING POINTS

- We request that manufacturing, including that done by our company, be included in the defined list of "essential businesses" included in any public emergency declarations.
- [Company name] is an essential business in the [City] area because: _____
- We are vital to [City/region]'s economy. Being [a large/the X largest] employer in the community, many families rely on us to survive.
- We make critical products that [insert type of product you make and why it is important].
 - Examples:
 - *In the event of a storm, fire, emergency, or necessary builds, our insulation and roofing products, and composites materials, will be needed.*

- *Our products are necessary for building and repair in low-income, multifamily, and affordable housing, as well as healthcare and educational buildings, for safety and energy efficiency.*
- Our facilities cannot easily shut down, and later restart with short notice. Engaging shutdown procedures presents a heightened safety risk to our employees, as does a later restart, due to the complicated nature of stopping and starting large machinery.
- Our company has been closely monitoring the COVID-19 situation, following the guidelines set by the World Health Organization, the CDC, and other national bodies in countries where we operate.
- We are leveraging best practices across our entire network and learning from our global locations, which are also dealing with the pandemic.
- Our company has enacted guidelines on a range of topics including: cleaning protocols, use of personal protective equipment, response to confirmed/suspected cases, routine and enhanced infection controls, and risk mitigation best practices.
- We have also eliminated all visitors to our facilities other than those essential to work on critical processes. For these essential visitors, such as truck drivers, we have practices in place that eliminate or severely limit contact, such as driver staying in cabs and designated driver bathrooms.
- We have put travel restrictions and personal hygiene policies in place for all employees.
- Currently, we have as many employees as possible working remotely to ensure the health and safety of our employees.
- We have protocols in place that allow for social distancing of 6 feet. Automation across the production line is a good example of the inherent nature of our operations that allows for that.
- Additionally, our industry has sought formal guidance from the [federal government](#) and [state and local leaders](#) highlighting the need for clear and consistent guidance on how manufacturers can contribute essential services to the coronavirus response
- Now, more than ever, we need leaders in government to recognize that manufacturing is necessary and critical to our nation's pandemic response.
- Disruptions to operations impede the national response to the COVID-19 as manufacturers have been working with the White House to coordinate the conversion of many product lines to produce vitally needed products.
- Please include manufacturers in your designation as "essential businesses."

OTHER RESOURCES

- [NAM's COVID-19 Resources webpage](#)
- [NAM's Policy Action Recommendations](#)
- [NAM's Letter to Federal Leaders](#)
- [NAM's Letter to State and Local Leaders](#)
- [Updated snapshots of state and local restrictions](#)