**Guidance Letter of Community Support**

Brothers and Sisters,

Every single American is imperiled by corona virus disease 2019 (COVID-19), and the Federal Government purports to be taking this seriously.

Businesses are shuttering, people are stuck at home, and events of every kind are cancelled. The Federal Government *says* it is taking this seriously. The President has even called for people not meet in groups of more than ten. Some States, cities, and municipalities have made it mandatory for citizens to wear Personal Protective Equipment (PPE) while out in public.

Still, many workers have to report to work locations without the proper Personal Protective Equipment (PPE). These actions by employers are endangering the public, workers, and their families.

If your local or council has bargaining unit members who are being unnecessarily endangered by not providing Personal Protective Equipment (PPE), this is a resource for you.

Members of your community want to see the federal government take every step it can to keep them safe, and they want to tell your agency to do the right thing.

Enclosed are two template letters:

1. The first is a template letter for you to send to community organizations to seek support in getting our members proper Personal Protective Equipment (PPE). You will want to fill these letters out in full and send them to local community organizations to request their support.
2. The second is a template letter to include for the community organization to send on your behalf. You will need to fill out the portion identifying your agency and agency head, with their address. If the community organization agrees to help, they will want a draft letter to send and this will be it.

Community Organizations to Consider Reaching Out to Include-

1. Local churches, temples and mosques
2. Local Chambers of Commerce
3. Local Retirement Homes
4. Local Hospitals
5. AFL-CIO CLCs and Metropolitan Councils
6. Local Fraternal Organization (Shriners, Moose Lodge, etc.)
7. Local VFWs, VSOs

[Date]

Name of Agency Head

Title

Agency

Street Address

City, ST ZIP Code

Dear Name of Agency Head:

I am writing on behalf of [Name of Community Organization]. Our organization takes its responsibility as a member of our community seriously and will speak up when we must for its safety and security.

As corona virus disease 2019 (COVID-19) spreads across the country and the world, every community must do what it can to protect itself. Businesses, organizations and individuals are all making sacrifices to engage in social distancing. The President and the federal management agency are calling for people to meet in groups of no more than ten and some states, cities, and municipalities have made it mandatory for citizens to wear Personal Protective Equipment (PPE) while out in public.

Despite all of that, within [Agency] many workers must report to work locations to do their work for the American public without the proper Personal Protective Equipment (PPE). These actions by employers are endangering the public, workers, and their families.

We ask you to abide by the President and the federal management agency’s instructions to safeguard the safety of our community, and provide proper Personal Protective Equipment (PPE) to the workers to safeguard our public, workers and their families as they continue to work for our country.

Thank you in advance for your support.

Sincerely,

 [Your Name]

 [Your Organization]

Date]

Name of Agency Head

[Title]

Name of Agency Head

[Street Address]

[City, ST ZIP Code]

Dear Name of Agency Head:

I am writing on behalf of [AFGE Local/Council]. Our Local/Council believe that you will stand with us and take on the responsibility as a member of our community to speak up when we must for our safety and security.

As corona virus disease 2019 (COVID-19) spreads across the country and the world, every community must do what it can to protect itself. Businesses, organizations and individuals are all making sacrifices to engage in social distancing. The President and the federal management agency are calling for people to meet in groups of no more than ten and some states, cities, and municipalities have made it mandatory for citizens to wear Personal Protective Equipment (PPE) while out in public.

Despite all of that, within [Agency] many workers must report to work locations to do their work for the American public without the proper Personal Protective Equipment (PPE). These actions by employers are endangering the public, workers, and their families.

We are asking you to reach out to [Agency] with the enclosed letter, asking them to abide by the President and the federal management agency’s instructions to safeguard the safety of our community, and provide proper Personal Protective Equipment (PPE) to the workers to safeguard our public, workers and their families as they continue to work for our country.

Thank you in advance for your support.

Sincerely,

 [Your Name]

 [Local/Council]