**MINIMUM BASIC OPERATIONS STATEMENT**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The individual named above is an employee who has been directed by me to provide minimum necessary activities to maintain the condition of {COMPANY’S} physical property and equipment, ensure the security of the property and/or related business operations to ensure financial transactions are completed.

The above-named individual may also be completing minimum necessary activities to facilitate their ability to continue to work from home during the current Stay at Home Order by the Ohio Department of Health and Kentucky Executive Order 2020-215.

While engaged in minimum necessary activities the individual will ensure that social distancing is maintained at all times.

Please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_if you have any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_