

## Out-of-State Farm Workers – Sample Letter Requesting Exemption

Please address items below in an email to: [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov)

1. Farm Worker's Name
2. Farm Worker's Title – **Coffee Picker (or crop worker will be harvesting, such as macadamia nuts)**
3. Employers' Name – **the name of the host who is paying you to harvest crop**
4. Traveler Point of Origin – **State or country from which the farm worker is traveling**
5. Anticipated Arrival Date in Hawai'i
6. 14-day travel history before Arrival in Hawai'i – **List any states or countries you visited 14 days before traveling to Hawai'i**
7. Description of CISA (Cybersecurity and Infrastructure Security Agency) Work in Hawai'i (i.e., Project(s)) – **Food and Agriculture: Harvester**
8. Location and Address of Farms Farm worker will be working on.
9. Farm Owner(s) Phone Number
10. Farm Owner(s) Email Address
11. **A letter from the host or owner verifying that the traveler will be working on the farm. Take a picture of the signed letter and attach to the email.**

Please contact Glenn Sako at 961-8811 or [Glenn.Sako@hawaiicounty.gov](mailto:Glenn.Sako@hawaiicounty.gov) if you have any questions or need help completing this letter.