{Sample Chart} Essential/Non-Essential Employees

{For use in determining who can work from home & who needs to be on site during a pandemic emergency}

Administration/Accounting

Last Name	First Name	Essential	Non-Essential

Operations

Last Name	First Name	Essential	Non-Essential

Distribution

Last Name	First Name	Essential	Non-Essential

Customer Care/Billing

Last Name	First Name	Essential	Non-Essential

Capital Works

Last Name	First Name	Essential	Non-Essential