



**Ronald S. Cortez**  
Chief Financial Officer  
Vice Chancellor, Division of Finance and Administration  
455 Aldrich Hall, Irvine, CA 92697-1025

November 21, 2020

To Whom it May Concern:

\_\_\_\_\_ is an employee of UC Irvine, which is an Essential Business (higher education institution performing an essential function for critical infrastructure) within the meaning of the Limited Stay at Home Order issued on November 19, 2020<sup>1</sup>. This employee has been determined to be performing an essential function.

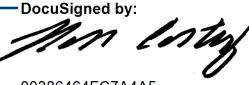
This employee is authorized to leave from and return to their home for the purpose of coming to their workplace to perform their essential employment duties at UC Irvine facilities.

We ask that the bearer of this letter be granted unescorted access to UC Irvine facilities to facilitate their commute to and from UC Irvine facilities.

Should you need employment verification, please contact UC Irvine UCPATH Center at (949)824-0500.

We appreciate your support in helping us ensure that UC Irvine continues to safely operate with essential personnel on site to provide the services the Anteater Community needs.

Sincerely,

DocuSigned by:  
  
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**Ronald S. Cortez, JD, MA**  
Chief Financial Officer  
Vice Chancellor, Division of Finance and Administration

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<sup>1</sup> <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>