

## **WBA Template for Bank Essential Workers**

The banking industry is exempt from Governor Evers' Emergency Order #12 (Safer At Home).

The template letter below is meant for the individuals the bank has deemed essential. While the Order does not require this, out of an abundance of caution, you should consider doing the following:

- First, on your bank's letterhead, dated, and signed by the President or CEO of the bank, write a letter similar to the one at the bottom of this page.
- Second, staple the Treasury Secretary's memo to your letter and give original copies to all covered employees. The memo can be found at <https://www.wisbank.com/media/567094/financial-services-sector-essential-critical-infrastructure-workers.pdf>
- Third, if your bank issues employees picture IDs to work at the bank, all covered employees should carry those on their person at all times. If not, all covered employees should carry business cards with their name and your bank's name on their person at all times.
- Finally, all employees should have a state-issued form of identification on their person at all times.

### **SAMPLE LETTER**

To Whom It May Concern:

[Full Legal Name of Employee] works at [Name of Bank – specify office location address if you wish] performing an essential service as outlined in the U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency's (CISA) document under the "Financial Services" category. Governor Evers' Emergency Order #12 permits workers described in the CISA document to continue to travel to work since they are performing an essential service. In addition, Emergency Order #12, Section 13(I) specifies "Financial Institutions and services" as an essential business.

In addition, the attached memo from U.S. Treasury Secretary Mnuchin further clarifies the critical role financial service providers perform during this state of emergency.

As a result, [Full Legal Name of Employee] is needed at our Bank to perform these critical services for our customers and, therefore, is permitted to travel to/from our Bank to perform such services.

Sincerely,

Bank President or CEO