March 23, 2020

To Whom It May Concern:

The Cybersecurity and Infrastructure Security Agency (CISA) executes the Secretary of Homeland Security’s responsibilities under the Homeland Security Act of 2002. In such efforts, CISA issued guidance regarding “Essential Critical Infrastructure Workforce” detailing which workers are considered “essential.” The guidance specifically identified **financial services as essential**, and this definition includes **credit unions**.

The CISA guidance emphasizes:

“If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, **you have a special responsibility to maintain your normal work schedule.**”

The CISA guidance provides clarification to state and local officials as they work to protect their communities while ensuring continuity of critical functions to public health and safety, as well as economic and national security. In relation, state and local ordinances relating to COVID-19 have also identified financial services as essential businesses that may require employees to travel to and from work despite “stay at home,” “shelter in place,” or other orders related to the pandemic.

This employee, [INSERT EMPLOYEE NAME AND TITLE] is essential personnel for [INSERT CU NAME] and works at our office located at [INSERT ADDRESS]. Please allow this employee to travel between home and work during the COVID-19 Pandemic.

For confirmation, please contact [INSERT CONTACT INFO].

Sincerely,

CEO’s signature