March 24, 2020

To: Authorities Having Jurisdiction

Re: Emergency Order #12 – Essential Businesses and Operations

On Tuesday, March 24, 2020, Wisconsin Governor Tony Evers issued Emergency Order #12 – Safer at Home ordering all non-essential businesses to close. The order specifically includes exemptions for essential businesses. The exemption for insurance may be found on page 9, section **13. Essential Businesses and Operations**, letter **a. CISA List.**

Any business or worker identified in the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA), *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response*, updated March 23, 2020, and any subsequent versions of this Memorandum.

The CISA Memorandum references insurance workers on page 11:

 **FINANCIAL SERVICES**

* Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)

Emergency Order #12 also specifically mentions insurance workers on page 12, section **13. Essential Businesses and Operations**, letter **l. Financial institutions and services**:

Banks, credit unions, and other depository or lending institutions; licensed financial service providers; insurance services; personnel necessary to perform essential functions at broker dealers and investment advisor offices.

Please accept this document as proof that XYZ Mutual Insurance Company is classified as an essential business under the definitions outlined in Executive Order #. [employee name], as an employee of XYZ Mutual, is therefore permitted under the terms of the executive order to travel and maintain the operations of the company.

If there is any question regarding this employee or the exemption as it applies to XYZ Mutual Insurance Company, please contact [manager name], [title] by phone (XXX) XXX-XXXX or email [email address].

Sincerely,

Manager name
Title
Company