(date)

To whom it may concern,

Including Public Safety Officers, Law Enforcement, and Related State, Local, and Federal Officials

Re: Certification of Employment in Critical Infrastructure Sector

Dear Madam or Sir:

I serve as (title) of the (name) (Federal) Credit Union. This letter certifies that our employee, (Employee Name), is commuting to and from work for the purpose of providing support to our financial institution and is exempt from state and local restrictions on outside activities and transportation while so doing. This employee is a critical employee for purposes of the various state and local restrictions on travel and operations.

[MARYLAND] Paragraph III (A) of Order 20-03-23-01 issued by Maryland Governor Lawrence J. Hogan, Jr., on March 23, 2020, exempts from the otherwise-required closure of non-essential businesses, all businesses in a “Critical Infrastructure Sector” as defined by the Cybersecurity and Infrastructure Security Agency of the U.S. Department of Homeland Security. The “Financial Services Sector, of which our Credit Union forms a part, has been designated as a “Critical Infrastructure Sector” by the Department of Homeland Security, and the Credit Union and its employees are therefore permitted to remain open and active during this period.

[VIRGINIA] Paragraph 5 of Order 53 issued by Virginia Governor Ralph S. Northam on March 23, 2020, exempts from the otherwise-required closure of non-essential businesses, “financial institutions with retail functions.” The Credit Union and its employees are therefore permitted to remain open and active during this period.

[DISTRICT OF COLUMBIA] Mayor’s Order 2020-048, issued by District of Columbia Mayor Muriel Bowser on March 16, 2020, does not suspend or regulate the operation of the Credit Union, which constitutes a “retail establishment” and “[o]ffice space” within the meaning of Paragraph I(B)(d)(iii) and (d)(iv) of that Order. The Credit Union and its employees are therefore permitted to remain open and active during this period.
[DELAWARE] On March 22, 2020, Governor John Carney of Delaware announced mandatory business closings and restrictions to be effective March 24. “Financial services” such as the Credit Union are specifically permitted to remain in operation. The Credit Union and its employees are therefore permitted to remain open and active during this period.

If you have any questions about the applicability of any declared state or local emergency closure rules to the activities of our essential employee, please contact me immediately during working hours at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

(name)
(title)