



To Whom it may concern,

We are requesting that all of our CDL families provide this letter, so that in the event that we need to reduce capacity due to staffing shortages related to COVID we can prioritize our families of essential workers. Please check off which group would apply to your employee.

- Priority Group #1:
  - UW Madison - Children of UW Essential Employees:** employees with responsibilities critical to maintaining essential functions and services on campus, including, but not limited to, completing the academic semester and supporting students who are engaged in ongoing classes, providing housing and dining services to students who remain in residence halls, life/safety, hazardous research and animal care, and Physical Plant. Essential employees often need to report to campus to fulfill essential function duties. Depending on the specific situation and who is needed for the preservation of life and property, essential employees may or may not be called in, but the designation of essential employees should be determined ahead of time.
  - DCF - Children of Tier 1 Individuals:** employees, contractors, and other support staff working in health care
  - Priority Group #2: DCF - Children of Tier 2 Individuals:** employees, contractors, and other staff in vital areas including but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as determined by the Secretary of the Department of Children and Families.
  - Priority Group #3: Children of UW Students, Staff, & Faculty that do not meet Essential Criteria:** Children will be selected by lottery considering age/group size/ratio requirements and staffing availability
  - Priority Group #4: Children of Community Families:** Children will be selected by lottery by age/group size/ratio requirements and staffing availability

If you have any questions, please contact:

Jill Riley (608) 890-4998 [childdevelopmentlab@wisc.edu](mailto:childdevelopmentlab@wisc.edu)

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Company: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_