



Child Development Lab
SCHOOL OF HUMAN ECOLOGY
UNIVERSITY OF WISCONSIN-MADISON

To Whom It May Concern,

We are requesting that all 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.

Priority Group #2:

- 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 #3:

- 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) 263-4579 childdevelopmentlab@wisc.edu

Employee Name: _____ Position: _____

Employer Name: _____ Company: _____

Employer Signature: _____ Date: _____