



April 1, 2020

To whom it may concern:

Federally, President Trump has indicated that individuals in critical infrastructure industries “have a special responsibility to maintain [their] normal work schedule,”¹ and in guidance issued March 19, 2020 by the Cyber-Infrastructure Security Agency (CISA) within the Department of Homeland Security, the federal government has defined “critical infrastructure” industries (the Guidance) to include the financial services sector.² CISA does not define the financial services sector by categorizing particular types of licenses or registrations; rather, it defines the sector functionally to include institutions that provide the following types of services: (1) deposit, consumer credit and payment systems products; (2) credit and liquidity products; (3) investment products; and (4) risk transfer products (including insurance).

For financial services, CISA’s Guidance includes the financial service workers as “essential” to the functioning of the sector. The person bearing this document is an employee of CAPTRUST.

CAPTRUST Financial Advisors is one of the largest independent retirement plan and investment advisory firms in the country. We specialize in providing consultative advisory services to retirement plan sponsors, institutional investors, executives and high-net worth individuals. CAPTRUST Financial Advisors falls within the definition of essential businesses. Employees are expected to continue to report to work as scheduled.

As such, we respectfully request that our employee be allowed to commute to and from our CAPTRUST office. CAPTRUST is committed to provide a safe workplace and we are exercising all recommended precautions to minimize exposure and transmission of COVID-19 in the workplace.

If you have questions, please contact Human Resources at 919-870-6822 ext. 10400.

Sincerely,

Human Resources

¹ The President’s Coronavirus Guidelines for America can be found at: https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf.

² The Guidance can be found at: <https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf>.