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March 24, 2020

The Wisconsin Department  
Of Workforce Development  
201 E. Washington Ave  
Madison, WI 53703

To whom it may concern:

The Kettle Moraine YMCA located in West Bend and Port Washington Wisconsin has complied with the Governor's Executive Order as issued on March 17, 2020, temporarily closing our fitness centers due to COVID-19. This temporary closure has resulted in the temporary layoff of our employees. At this time 660 part-time or "low hour" workers and 40 full-time workers were affected. There is no collective bargaining unit in place at our locations.

As soon as the Governor orders a new Executive Order allowing the reopening of our locations, we will begin calling staff back to their positions.

If you have any questions, please contact me at 252-247-1022.

Sincerely,

*Sandy Weiland*

Sandy Weiland  
Human Resources Director  
Kettle Moraine YMCA  
1111 West Washington  
West Bend, WI 53095