



## Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

March 23, 2020

Dear Provider:

The Governor's most recent Executive Order, EO 202.7, as well as the associated Guidance issued by the Empire State Development Corporation (ESDC), sets forth in-person work restrictions, effective no later than March 21, 2020 at 8 pm, and until further notice. These restrictions require all businesses and nonprofit entities to use telecommuting and work from home procedures to the extent possible.

Please remember that an **essential business**, which includes homeless shelters, supportive housing, congregate care facilities, food banks, and other critical human services agencies providing direct support services are considered **essential and are exempt from the in-person work restrictions**.

We are writing to confirm that your agencies, which provide services to individuals and families and are operated, certified, authorized or funded by the Office of Temporary and Disability Assistance, qualify for this exemption and should remain in operation to the extent necessary to provide services. This includes your administrative offices and those employees necessary to support the essential functions of your agency's mission.

Please remember to continue to maintain good hygiene and precautionary measures, as COVID-19 can be spread from infected individuals to others through close personal contact. Providers must encourage good hygiene and social distancing within the workplace and must keep staff home if they are sick.

The situation with COVID-19 continues to evolve and is rapidly changing. It is important that providers regularly check the New York State Department of Health website at <https://coronavirus.health.ny.gov/home> for the latest guidance on COVID-19.

Empire State Development's Guidance on Essential Business is located at: <https://esd.ny.gov/guidance-executive-order-2026>

Executive Order 202.7 is located at: <https://www.governor.ny.gov/news/no-2027-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

Thank you for hard work and patience during these difficult times as we collectively work to ensure that essential services are available during the evolving COVID-19 crisis.

Sincerely,

Michael P. Hein  
Commissioner