

[Employer Letterhead]

New York State Governor Andrew Cuomo issued Executive Order 202.6, as amended by Executive Order, 202.8, and any other and further amendment., barring in-person workers at non-essential businesses. Employees of “**essential businesses**,” as defined by the Order and as interpreted by the Empire State Development are **not subject to the restrictions** set forth in the Order. Essential business include “Essential services necessary to maintain the safety, sanitation, and essential operations of **residences or other essential businesses** including ... **security ... emergency management and response ... building cleaners or janitors; general maintenance** whether employed by the entity directly, or a vendor ... **disinfection; doormen.**” *Guidance for Determining whether a Business Enterprise is Subject to a Workforce Reduction under Executive Order 202.6, available at <https://esd.ny.gov/guidance-executive-order-2026>, and any further amended guidance.*

[Employer Name] operates a [Residential Building/Commercial Building/cleaning and janitorial contracting service, providing services to a Commercial Building/security service, etc.] located at [address of building].

[Employee Name] is a [Employer Name] employee, engaged in essential business, whose in-person presence is required at [address of building].

Inquiries regarding [Employer Name] employees may be directed to [Point of Contact and Phone Number]

Date: March ____, 2020

Signed: s/ [Executive Officer Signature]
[Title of Officer]