



## Office of Children and Family Services

**ANDREW M. CUOMO**  
Governor

**SHEILA J. POOLE**  
Commissioner

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, sets forth in-person work restrictions, effective as of March 21, 2020 at 8 pm, and until further notice.

These restrictions require all businesses and nonprofit entities to utilize telecommuting and work from home procedures to the extent possible.

Please remember that an **essential business is exempt from the restrictions mentioned above.**

Essential business includes congregate care facilities operated, licensed or certified by the Office of Children and Family Services (OCFS) including programs for youth in foster care and detention, run away and homeless youth programs, domestic violence programs, child care programs and adult care facilities. The order also identified the following entities as essential businesses: food banks; human services providers whose function includes the direct care of patients in state-licensed or funded voluntary programs; the care, protection, custody and oversight of individuals both in the community and in state-licensed residential facilities; those operating community shelters and other critical human services agencies providing direct care or support. **All these entities are exempt from the restrictions mentioned above.**

We are writing to confirm that your agency, which provide services to youth and/or adults in programs as described above and are operated, licensed or certified by OCFS, qualify for this exemption and should remain in operation to the extent necessary to provide those 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.

Providers should regularly check the NYS DOH and OCFS websites for the latest guidance on COVID-19 as the outbreak evolves.

<https://www.health.ny.gov/diseases/communicable/coronavirus/providers.htm>

<https://ocfs.ny.gov/main/news/COVID-19/>

