



March 26, 2020

Dear New York Clients,

Those of us living in other parts of the country see the devastating effects of COVID-19’s rapid spread in your state. While it is hard not to feel helpless during times like this, I want you to know that PEOPLELEASE remains committed to supporting you and your business.

One way we do that is by helping keep you informed about state and federal mandates that may affect you as an employer. We’ve highlighted two components of Governor Cuomo’s recent Executive Order that could impact New York employers: the [expansion of New York COVID-19 Paid Sick Leave](#) requirements and the mandated order of a [temporary reduction of in-person workforce](#).

NEW YORK COVID-19 PAID SICK LEAVE							
Some employers in New York State are now required to provide at least five days of job protected, paid sick leave to employees who need to take leave because they or their minor dependent child are under a mandatory or precautionary order of quarantine or isolation due to COVID-19. The amount of Paid Sick Leave an employer is required to provide depends on the number of employees they have and the employer’s net annual income.							
How do you know if an employee is eligible?	<ul style="list-style-type: none"> <li>• Employees or their minor dependent child must be subject to a mandatory or precautionary order of quarantine or isolation issued by an authorized entity due to COVID-19</li> <li>• Employees who are able to work remotely or telecommute are not eligible</li> </ul>						
What does it mean for you?	<ul style="list-style-type: none"> <li>• The amount of sick leave you are required to pay employees depends upon the number of employees you had on January 1, 2020 and your 2019 net income</li> <li>• Pay rates for part-time, hourly, or commissioned employees will be calculated as averages</li> <li>• Paid sick leave for quarantined employees is separate from other accrued leave</li> <li>• Employees cannot be terminated for taking COVID-19 quarantine leave</li> </ul>						
How much paid sick leave are you required to provide?	<b># OF EMPLOYEES ON 1/1/20</b>		<b>2019 NET INCOME</b>	<b>NEW PSL</b>	<b># OF EMPLOYEES ON 1/1/20</b>		
	1 – 10	\$1 million or less	0 days*	11 – 99 employees		5 days	
	*Employees use Paid Family Leave and disability benefits.			1 – 10	More than \$1 million	5 days	100+ employees
How can PEOPLELEASE help you?	<ul style="list-style-type: none"> <li>• PEOPLELEASE can administer mandated COVID-19 Paid Sick Leave or <a href="#">Family Leave</a></li> <li>• We can set up <a href="#">direct deposit payments</a> for employees currently receiving paper checks</li> </ul>						
What are your next steps?	<ul style="list-style-type: none"> <li>• Visit the <a href="#">New York Paid Leave COVID-19 website</a> for more information</li> <li>• Urge employees to <a href="#">sign up for direct deposit paychecks</a></li> </ul>						

	<ul style="list-style-type: none"> <li>• Contact your <a href="#">Human Resources Business Partner</a> with questions about Paid Sick Leave or Paid Family Leave requirements and eligibility</li> <li>• Reach out to your PEOPLEASE Payroll Specialist for more information about setting up Paid Sick Leave for your employees</li> </ul>
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## TEMPORARY REDUCTION OF IN-PERSON WORKFORCE

As of March 22 at 8pm, all businesses and not-for-profit entities shall employ telecommuting or work from home procedures to the maximum extent possible. Essential businesses or those providing essential services or functions are not subject to the in-person restrictions. An entity providing essential services or functions whether to an essential business or a non-essential business shall not be subjected to the in-person work restriction, but may operate at the level necessary to provide such service or function.

Does the in-person restriction apply to all businesses?	<ul style="list-style-type: none"> <li>• Essential businesses or entities, including nonprofits, are not subject to the in-person workforce reduction</li> <li>• Essential businesses must still follow Department of Health guidance and directives and are strongly encouraged to employ social distancing</li> </ul>
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How do you know if a business is essential?	<p>To be classified as essential, a business must operate or provide <b>essential services, supplies, or support</b> in or as one of the following areas:</p> <ul style="list-style-type: none"> <li>• Health care operations</li> <li>• Infrastructure</li> <li>• Manufacturing</li> <li>• Retail including grocery stores, pharmacies, convenience stores &amp; gas stations, restaurants, hardware, and pet stores</li> <li>• Shipping and warehouse distribution and residential moving</li> <li>• Child care, animal shelters and care, laundromats, funeral homes</li> <li>• News media</li> <li>• Financial institutions</li> <li>• Construction</li> <li>• Homeless shelters, food banks, and other similar providers</li> <li>• Defense</li> <li>• Public safety, inspection, and janitorial, and auto repair</li> <li>• Vendors supporting essential services or products including logistics, tech support, essential government service and government-owned buildings, child care, and distance learning</li> </ul> <p>Refer to the <a href="#">Empire State Development site for detailed information about Essential Businesses in New York</a>.</p>
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How can PEOPLEASE help you?	<ul style="list-style-type: none"> <li>• PEOPLEASE Human Resource Business Partners and payroll specialists can help you navigate state and federal regulations and executive orders</li> <li>• We can set up <a href="#">direct deposit payments</a> for any employees who currently receive paper checks</li> </ul>
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What are your next steps?	<ul style="list-style-type: none"> <li>• Read the <a href="#">entire text of Executive Order 202.8</a></li> <li>• Urge employees to <a href="#">sign up for direct deposit paychecks</a></li> <li>• If you are facing the tough decision to lay off or terminate employees: <ol style="list-style-type: none"> <li>1. Reach out to your PEOPLEASE Payroll Specialist or email <a href="mailto:payroll@peoplease.com">payroll@peoplease.com</a></li> <li>2. Contact the PEOPLEASE Unemployment team at <a href="mailto:unemployment@peoplease.com">unemployment@peoplease.com</a></li> <li>3. Encourage employees to <a href="#">contact the New York Department of Labor</a> should they need to file a claim</li> </ol> </li> </ul>
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We encourage you to bookmark and frequently check the [PEOPLEASE COVID-19 Resource Center](#) where we post the most recent and relevant information for employers.

Thank you for trusting *PEOPLEASE* to be your business partner during these challenging times. Please reach out with questions or if we can support you, your loved ones, employees, or community in any way.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry White". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jerry White  
President and CEO

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