



March 19, 2020

Dear Business Owner:

Many businesses are facing swift and unexpected closures due to COVID-19. The New York State Department of Labor (NYSDOL) has programs and procedures in place that can assuage some of the effects.

First, NYSDOL has a Shared Work Program that helps businesses keep staff and avoid layoffs by allowing some employees to receive partial unemployment insurance benefits while working reduced hours. Employees who work full-time, part-time, or seasonally are eligible. For more information about the Shared Work Program, please visit the NYSDOL site at <https://labor.ny.gov/ui/employerinfo/shared-work-program.shtm>.

Second, under the Worker Adjustment and Retraining Notification (WARN) Act, NYSDOL requires businesses to give 90 days' advanced notice of plant closings and mass layoffs. Advanced notification allows the Department of Labor and Local Workforce Development Boards the chance to work with businesses early to manage the impact of closures. For more information about WARN, visit the NYSDOL site at <https://labor.ny.gov/workforcenypartners/warn/warnportal.shtm>.

Third, if you are seeking to hire new employees, HempsteadWorks can assist in your recruitment efforts.

If you have any questions, or if you desire any assistance, please contact Sandy Rubin, Business Services Representative, at (516) 485-5000 ext. 1110 or at srubin@hempsteadworks.com. Thank you for your cooperation.

Very truly yours,

Eric C. Mallette
Commissioner, Town of Hempstead Department of Occupational Resources/Director,
Town of Hempstead/City of Long Beach Local Workforce Development Board