



Prosperity PEO

Building Partnerships...Driving Success

4/4/20

Dear Clients:

First, we hope you're doing well. At Prosperity, we are operating without interruption and remain committed to assisting our clients through this pandemic.

This email is to provide some guidance regarding the statewide stay-at-home Order (Executive Order Number 20-91) that is currently in place until April 30, 2020. Although this Order limits certain activities, it allows essential businesses to operate (with limitations) and allows the employees of those business to be able to travel to and from their work location.

What is an essential business?

A complete list of essential businesses are listed on the attached Order. However, because the complete list of essential businesses is very extensive, we wanted to make sure you know list includes:

- Supermarkets, food banks and convenience stores.
- Banks and related financial institutions.
- Hardware stores.
- Open construction sites.
- Contractors and other tradesmen, appliance repair personnel, home security firms, fire and water damage restoration, public adjusters, exterminators, and others who maintain the safety and sanitation of homes and other buildings.
- Restaurants, for takeout and delivery only.
- Businesses that supply other essential businesses and do not involve interaction with the public
- Professional services such as legal or accounting, when needed to comply with legal requirements.
- Landscaping and pool care businesses.
- Office space or administrative support for any other essential business.
- Architectural, engineering or land surveying services.
- Factories, bottling plants or other industrial facilities.
- Any business that interacts with customers solely through electronics or telephones and delivering products through shipping, mailing or delivery.
- Hotels, motels and other commercial lodging, subject to restrictions.
- Businesses providing services to local, state or federal government.

(contd)

Employee Letters

Although it is not required by the Order, we recommend that you provide your employees with a letter stating they are an essential employee. The basic letter should be on company letterhead and include:

1. The employee's name
2. The name and address of your business
3. Information on the type of service your business provides
4. A contact number for your business
5. The signature of business owner or manager

We have the capacity to generate these letters for you at no charge. They will just need to be printed on your letterhead and signed by an authorized person in your business.

We're here for you --

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