**Edit to fit your individual circumstances and add any specific activities you are engaged in to support your case.**

We are engaged in the printing/mailing business. We have taken steps to reduce our workforce by doing the following:

* Instituted telecommuting for some employees
* Changed shifts/moved equipment to increase distancing between employees
* Extensive cleaning at appropriate times
* All employees have been advised to stay home if they do not feel well
* We take employee temperatures before their shift starts
* Layoffs of some staff

We are engaged in the production of printed items critical to our citizens in the fight against coronavirus including:

* Printing of packaging (labels, cartons, instructions) for pharmaceuticals, food, beverages, etc.
* Mailing of notices, instructions, information as an integrated operation of printing
* Printing communications including newspapers, newsletters, bulletins etc. which provide information and guidance on coronavirus.
* Printing of Health and Safety information for a variety of NYS agencies
* Printing to support the distribution of banking, insurance, and financial information
* Printing in support of elections and civic undertakings
* Printing to support businesses who are required to inform clients of certain actions in a limited time frame
* Printing of signage to alert the public to important announcements and changes
* Printing to support the marketing efforts of struggling companies as well as advising consumers where products can be obtained.
* Printing of support documents for medical and dental practices
* Printing of event cancellation notices for non-profits and other organizations
* Printing of COVID information pertaining to farm employment
* Printing of mailings to Medicare/Medicaid recipients
* Printing of material for the United States Government Printing Office
* Printing of material for the United States Department of Defense
* Printing of materials to support production of food including seed packets, planting instructions etc.

Printed communication is necessary during this emergency. This is especially true for newsletters, notices, announcements, and other materials going to our elderly citizens. They are the most vulnerable, are not internet utilizers, cannot go outside, yet critically need these communications to stay safe. That is what we are providing