



COVID-19 INFORMATION AND RESOURCES FOR BUSINESSES

An outbreak of respiratory illness caused by a new coronavirus (COVID-19) has been identified. The situation is rapidly evolving and local and state public health officials are working to determine policy and share information as it becomes available.

The Small Business Development Center (SBDC), America's Job Centers of California (AJCC), and the Workforce Alliance of the North Bay is closely monitoring the situation and will provide information regarding services to businesses as they become available. At this time, the AJCC's remain open in order to provide services to the community. We are, however, taking extra precautions to ensure the health and safety of staff and customers during this time and some services, such as workshops, may be limited. Please check our websites for additional information on events and services www.workforcealliancencentralbay.org and www.careerpointnorthbay.org

County Resources

Public Health systems in our four counties are taking steps to protect the health of our community members by providing guidance that will slow the spread of the novel coronavirus, reduce the number of people infected and, most especially, protect those who are most vulnerable to severe COVID-19 illnesses. Information for each of the four counties can be found at their respective websites:

Napa <https://www.countyofnapa.org/2739/Coronavirus>

Marin <https://coronavirus.marinhhs.org/>

Mendocino <https://www.mendocinocounty.org/community/novel-coronavirus>

Lake <http://health.co.lake.ca.us/>



California Protections and Resources

There are a number of worker protections and business resources available through California state departments. A number of these resources are currently being modified at the federal and state level to respond to COVID-19. Please review the following information and resources below:

1. What can I do if my business has slowed due to COVID-19?

If COVID-19 has impacted your business or services, you can avoid potential layoffs by participating in the Unemployment Insurance (UI) [Work Sharing Program](#). This program allows you to retain your workers by reducing their hours and wages no more than 60 percent and partially offsetting the wage loss with UI benefits. This helps you avoid the cost of recruiting, hiring, and training new workers and helps your workers keep their jobs and receive some financial support with UI benefits.

2. What if I have to let go of some of my workers temporarily until business improves?

Your workers can [file for unemployment benefits](#) as long as they are unemployed and otherwise eligible. Workers who expect to return to work for you within a few weeks are not required to actively seek work as long as they are able and available to return to work and meet all other eligibility criteria. The EDD will explain the requirements to your workers during application.

3. What can I do if I have to shut down my business permanently?

If you are facing potential layoffs or plant closures, you can get help through the Rapid Response program. Rapid Response teams will meet with you to discuss your needs, help avoid layoffs where possible, and support your workers through the process. Services can include upgrades to current worker skills, customized training, career counseling, job search assistance, help with filing unemployment insurance claims, and information about education and training opportunities. For more information, please contact Sylwia Palczwska at SPalczwska@workforcealliancencalifornia.org or by phone at 707-699-1947 or Stacey Caico at Scaico@workforcealliancencalifornia.org or by phone at 707-530-2322.

4. What if I can't file or pay my payroll taxes on time because of COVID-19?

With the [Governor's emergency declaration](#), if your business is directly affected by COVID-19, you can request up to a 60-day extension to file your state payroll reports and deposit state payroll taxes without penalty or interest. The written request for extension, noting the impact of COVID-19, must be received within 60 days from the original delinquent date of the payment or return. For the address to send the request, along with other information, please see the [State of Emergency or Disaster Fact Sheet \(DE 231SED\) \(PDF\)](#).



You can also call the EDD Taxpayer Assistance Center with any questions you may have about your payroll tax responsibilities at 1-888-745-3886 or (TTY) 1-800-547-9565.

5. **What can I do to protect my workers from COVID-19?**

The [Centers for Disease Control and Prevention Guidance for Business and Employers](#) includes basic precautions like proper handwashing and cleaning, as well as making sure your sick leave policies are flexible and consistent with public health guidance. Visit [Cal/OSHA Guidance on Coronavirus](#) to learn more about workplace requirements.

6. **Are there any financial resources available to businesses?**

This can be an extremely difficult time for businesses, especially for small businesses. There are several programs that are being put together to help. Congress has authorized SBA disaster loans for small businesses in states who qualify. California is currently going through the application process but hopes to be able to offer low interest loans for those businesses who have suffered economic injury. The Office of Small Business encourages businesses to utilize their local SBDC network for support in applying for upcoming loan programs.

Marin Small Business Development Center (SBDC)

The Marin Small Business Development Center (SBDC) is a nonprofit organization that provides expert no-cost advising and low cost workshops to guide small businesses to success and accomplishment.

As part of the Northern California SBDC network, the Marin SBDC serves all of Marin County. The advisors will work with entrepreneurs and business owners to address challenges faced by Marin businesses as they navigate. Updated COVID-19 information will be provided on-line at www.marinsbdc.org, along with contact information for SBDC staff.

Napa Sonoma Small Business Development Center (SBDC)

In support of the Napa County and Sonoma County State of Emergency declaration regarding the Coronavirus (COVID-19), the Napa Sonoma SBDC has canceled all workshops for the remainder of March. In the weeks to come, the Napa Sonoma SBDC is committed to taking all necessary steps to protect the health and safety of our clients and staff.

To help during this economically challenging time, the U.S. Small Business Administration (SBA) is offering low-interest loans to small businesses and non-profits that have been severely impacted by the Coronavirus (COVID-19). The SBA's Economic Injury Disaster Loan program provides small businesses with working capital loans of up to \$2 million to provide the financial



support they need to overcome the temporary loss of revenue. The SBA has provided a [SBA Disaster Assistance in Response to the Coronavirus for small businesses](#) or go to <https://www.sba.gov> for additional guidance.

West Business Development Center

As the number of California cases of COVID-19 rises, the negative impact restrictions will have on the economy will also increase. The team at West Business Development Center has developed a Business Resource reference page, [Doing Business in the Age of Coronavirus](#) with current information from local, state and federal agencies on where to go and what to do to keep your business running. Business owners and community leaders will need to adhere to basic tenants of care which is to keep healthy, keep your staff informed, apply recommended health precautions and inform government officials with economic data as requested. West Center's training and workshops schedule will convert their live trainings to webinars. We are here to help business owners with information from using technology for team collaboration to access to capital for bridge loans. All information can be found on our website at www.westcentr.org COVID19 information: <https://www.westcenter.org/covid-19-business-resources> Newsletter Resource <https://conta.cc/33ckFqV>

7. What other resources for businesses and workers are available?

EDD has a website dedicated to the resources and programs available to COVID-19 impacted individuals and businesses as well: https://edd.ca.gov/about_edd/coronavirus-2019.htm. It is a great resource that provides information and links for those affected to where more information can be obtained for the following categories:

- Workers
 - o Sick or Quarantined [Disability Insurance (DI)]
 - o Caregiving [Paid Family Leave (PFL)]
 - o School Closures [Unemployment Insurance (UI)]
 - o Self-Employed
- Employers
 - o Workplace Health and Safety
 - o Reduced Work Hours (UI-Work Sharing)
 - o Potential Closure or Layoffs (Rapid Response)
 - o Tax Assistance
- Resources
 - o Employment
 - o Health