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# Small Business Requirements & Resources

## COVID-19 Impact Webinar:

### A New Path Forward

### June 23, 2021



# Webinar Agenda

- Welcome and overview
- Governor's Office of Regulatory Innovation and Assistance / Small Business Liaison Team
- Employment Security Department
- *Open Mic – Q&A*
- Department of Labor & Industries
- Department of Revenue
- Partner slides from: Department of Social and Health Services / Department of Enterprise Services / Department of Health / Small Business Administration & Small Business Development Centers
- *Open Mic – Q&A*
- *Adjourn*



# SBRR Outreach Update

## Scott Hitchcock

Manager, Business Services  
Governor's Office for Regulatory Innovation and Assistance



## EXECUTIVE ORDER 12-01

### REGULATORY REFORM AND ASSISTANCE TO HELP SMALL BUSINESSES SUCCEED AND GROW

*1 (c) The small business liaison team, working with ORIA and Commerce, shall develop an annual outreach program to help agency directors and deputies connect with small businesses around the state and learn about the experiences of small businesses as they work to comply with state regulations. The outreach program may include some or all of the regulatory agencies, with an option for agency participation and geographic outreach to be adjusted annually to ensure a range of issues and agencies will be included over time. Recommendations and results from the outreach program shall be developed and managed by the liaison team and provided by agencies to ORIA each year for inclusion in ORIA's annual report.*



# How Important is Small Business?

Small business represents 99.86% of the businesses in Washington State; the economic safety net of our local economies; and the stem cells of the future economy.

That's pretty important!



## COVID-19 BUSINESS RESOURCES

# **COVID-19 Reopening Guidance for Businesses and Workers**

<https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>





We would like to thank the members of the Small Business Liaison Team. Representing 29 different state agencies, these dedicated subject matter experts provide information and assistance to small businesses owners.

Please download a directory of Small Business Liaisons

at  **BUSINESS.WA.GOV**





Requirements, resources, business-friendly programs and more.



**Employment  
Security  
Department**  
WASHINGTON STATE

[ESD.WA.GOV](https://esd.wa.gov)





# Employer Requirements with ESD

**Employers are responsible for state unemployment taxes and Paid Family and Medical Leave insurance premiums**

## **State unemployment taxes and report:** <https://esd.wa.gov/employer-taxes>

If you have employees working in Washington, you must pay unemployment taxes on their wages in this state. Tax reports or tax and wage reports are due quarterly. Liable employers must submit a tax report every quarter, even if there are no paid employees that quarter and/or taxes are unable to be paid.


To access required unemployment tax forms, please visit our [Unemployment taxes forms and publications library](#). Current 2021 tax rates: <https://esd.wa.gov/employer-taxes/rates>

## **Paid Family and Medical Leave premiums and report**

Premiums collected for employee to care for themselves or their family. To determine if you have responsibilities for participating in the program visit: <https://paidleave.wa.gov/employer-roles-responsibilities/>

Use the premium calculator to estimate your premiums: <https://resources.paidleave.wa.gov/premium-calculator>

File your report and pay premiums: <https://paidleave.wa.gov/reporting/>



Search thousands of jobs on WorkSource Washington:

[JOB SEEKER](#)
[EMPLOYER](#)

[My WorkSource](#)
[Career tools](#)
[Resources](#)
[Spotlights](#)
[About us](#)

Select language

## WorkSource locator

Due to the COVID-19 Pandemic, WorkSource offices throughout the state are providing services in different ways. Please review your local office's information and contact them to find out what is currently available in your area. You can narrow your search by area, office and services provided. The more you narrow your search, the fewer options you will see. If you do not select an area, all WorkSource offices in Washington will be listed.




Select an area:

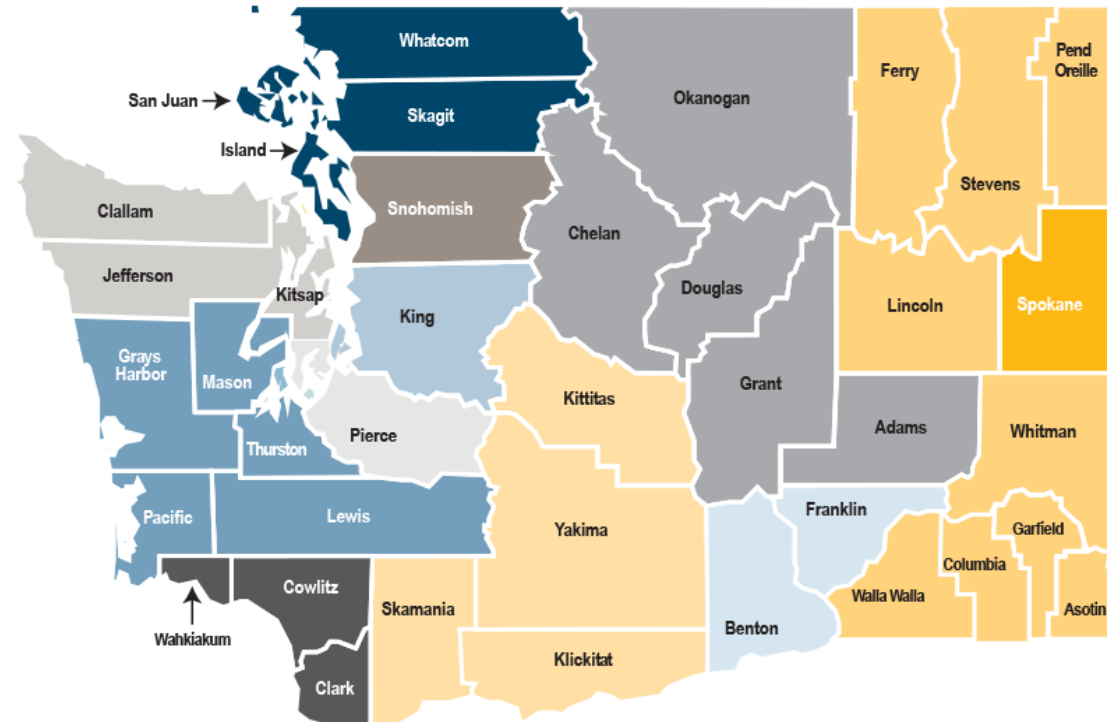
- All -

Select location

Select services:

WorkSource locations that provide *all* services you select will appear on the right.

- ☐ Hire a veteran 
- ☐ Farmworker staff 
- ☐ Business services 



# Business-Friendly Programs

## SharedWork –

- Helps companies to reduce the hours of the employees while running streamlined operations.
- Helps to get employees back to work.
- ESD will not charge any amount of SharedWork benefits that are paid or reimbursed by the federal government. Under the Continued Assistance Act, full federal funding for SharedWork benefits lasts until the week ending Sept. 4, 2021.

## Business-Friendly PROGRAMS

Among these nationally recognized programs and services are...



### SharedWork Program

SharedWork provides flexibility to employers in retaining their skilled employees at reduced hours in place of completely laying them off. An employer can temporarily reduce employees' hours 10 to 50 percent and qualified workers receive partial unemployment benefits to replace a portion of their lost wages.

More than 99 percent of businesses who have benefited from this program would recommend it to other employers. SharedWork is a shared win for Washington because businesses win, employees win and communities win!

Apply now! The SharedWork application is easy and takes only about 10 minutes to complete at [esd.wa.gov/sharedwork/apply](http://esd.wa.gov/sharedwork/apply)

Visit us at [sharedworkwa.com](http://sharedworkwa.com)  
800-752-2500



### Work Opportunity Tax Credit

The program provides a tax incentive for employers to hire certain job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance by reducing their federal business taxes by \$2,400 - \$9,600.

Qualified groups include: Veterans, Supplemental Nutrition Assistance Program recipients, long-term unemployed, ex-felons, Supplemental Security Income recipients, vocational-rehabilitation referrals as well as short- and long-term Temporary Assistance for Needy Families recipients.

Federal Bonds can be applied to any job with any employer, in any state, and cover any employee dishonesty committed on or away from the workplace.

Apply at [esd.wa.gov/wotc](http://esd.wa.gov/wotc)  
800-669-9271



### Paid Family & Medical leave

Paid Family and Medical Leave is a new statewide insurance program that provides stability for companies while giving Washingtonians support when they can't be at work. The program is funded by premiums paid by many employers and their employees through payroll withholding. Small businesses with fewer than 50 employees are exempt from paying the employer portion of the premium but must still withhold from their employees.

Starting in 2020, all eligible part-time, full-time, seasonal and temporary Washington workers will be able to take leave for their own serious illness or injury; to care for an ill or injured family member; for parental leave for birth, adoption or foster placement of a child; and military family leave.

Visit us at [www.paidleave.wa.gov](http://www.paidleave.wa.gov)  
833-717-2273



### Labor Market Information

Our website contains valuable data and analysis of Washington's employment conditions, economy, job market and workforce. The tools and reports help job seekers, employers and public officials make informed career, business and policy decisions.

Data + analysis = informed decisions.  
Search our data. It's quick, it's easy and it's right at your fingertips.

- Monthly indicators
- Wage and economic data reports
- Industry and occupational employment estimates

Visit us at [esd.wa.gov/labormarketinfo](http://esd.wa.gov/labormarketinfo)  
360-507-9621



### Tax and Wage

The Tax and Wage branch ensures employers have a fair and accurate annual unemployment insurance (UI) tax rate. It also verifies and adjusts wage records and provides education on state guidelines and policies related to UI taxes.

UI taxes are paid by employers and are determined by a formula intended to maintain liquidity in the Benefit Trust Fund to pay for unemployment benefits during a severe recession. The two main components of state unemployment taxes are experience-rated tax and social-cost tax. A third, small portion is the Employment Administrative Fund to pay for job seeker programs.

Visit us at [esd.wa.gov/employer-taxes](http://esd.wa.gov/employer-taxes)  
855-829-9243



### Washington WorkSource

WorkSource is a partnership of state and local government agencies (including Employment Security), colleges and non-profit organizations that offer employment services for job seekers and businesses. There are about three dozen full-service WorkSource centers open to the public across the state, plus several dozen satellite sites that offer a smaller array of services.

WorkSourceWA.com is a powerful recruitment tool changing the way you look for and hire talent. Our value proposition includes face-to-face support with representatives who offer additional assistance with recruitment, host targeted hiring events and job fairs, provide training resources from apprenticeships to internships and more.

Visit us at [WorkSourceWA.com](http://WorkSourceWA.com)  
888-316-5627

**SharedWork**  
**1-800-752-2500**

**Tax & Wage**  
**1-855-829-9243**

**Paid Family & Medical Leave**  
**1-833-717-2273**

**Labor Market Information**  
**360-507-9621**

**Work Opportunity Tax Credit**  
**800-669-9271**

**Washington WorkSource**  
**888-316-5627**



**5509**  
**VETERAN'S HIRED**  
**SINCE 2016**  
AND COUNTING



A **no-cost hiring campaign** that promotes the value of U.S. Veteran workers to Washington employers.

**Registered Small, Medium and Large Employers receive:**

- Recognition with a **YesVets** decal with annual year decals every year with at least one annual Veteran hired.
- Connect with local qualified job seeking Veterans with your nearest Local Veteran Employment Representative (LVER).
- Priority Regional and statewide Veteran Hiring event booth registration.
- Priority access to YesVets employer resource events.
- Annual recognition ceremony to highlight **YesVets** employers and partners.
- Eligibility for the WA State ESD Commissioner's Hire-A-Vet Small, Medium and Large Employer of the Year Award.

Visit [YesVets.org](https://www.yesvets.org) to learn more or register.

**YESVETS PARTNERS**





# Paid Family and Medical Leave



## EMPLOYER PREMIUM

- About  $\frac{1}{3}$  of the premium is the employer's share.
- If your business has 50 or more employees, you must pay the employer share of the premium.
- If you have fewer than 50 employees, the employer premium is optional.
- If your small business chooses to pay the employer share of the premium, you will receive additional benefits for your business (small business assistance grants).

## EMPLOYEE PREMIUM (MANDATORY FOR ALL EMPLOYEES)

- About  $\frac{2}{3}$  of the premium is the employee's share.
- Employers are required to pay this portion of the premium to the state for every employee.
- The premium can be withheld from your employees' paychecks, or your business can pay it on their behalf.





# Small Business Assistance Grants

**Small business assistance grants are available NOW to employers with 150 or fewer employees.**

- These grants provide up to \$3,000 to help cover costs associated with employees on leave.
- An employer may apply for up to 10 of these grants each year, with one per employee on leave.
- Employers with fewer than 50 employees that choose to pay the employer portion of the premium can also be eligible for these grants.

## **How is business size calculated?**

- ESD will calculate your business's size on an annual basis Sept. 30 of each year.
- It is based on your average employee headcount over the previous four quarters as reflected in the reports you submit to ESD.
- It is not calculated by FTE positions.



# Unemployment Insurance Reporting

## Report and Payment Leniency

- An unprecedented number of Washingtonians are applying for unemployment and your reports are crucial to finding out if they can establish a claim.
  - Please do everything you can to provide information on time.
- We may waive penalties for responses that are late because of COVID-19.
  - You will need to request a [penalty waiver](#) in writing.
  - For more info: <https://esd.wa.gov/employer-taxes/tax-penalty-waiver>

Here's when to submit your reports and payments:

**Report & Payment Due: April 30**

Q1: January, February, March

**Report & Payment Due: July 31**

Q2: April, May, June

**Report & Payment Due: October 31**

Q3: July, August, September

**Report & Payment Due: January 31**

Q4: October, November, December



# Relief of Benefit Charging

**Relief of Benefit Charging** - We're offering leniency for requests received after the 30-day period. Employers must establish good cause for not sending requests on time.

**Reimbursable employers NOT in the SharedWork program**, the federal government will pay 75% of all benefit charges.

**On Feb. 8, Gov. Inslee signed Engrossed Substitute Senate Bill (ESSB) 5061.** The bill is projected to prevent over \$921 million in employer tax increases in 2021 and approximately \$1.7 billion in tax increases over the 2021-2025 time period.

More info at <https://esd.wa.gov/newsroom/legislative-resources/proposals>



# Relief of Benefit Charging

## Benefit Charge Relief

SB 5478 – Spreads \$500 million across four categories of employers:

Category 1: \$100 million for employers with 20 or fewer employees within 16 NAICS categories

Category 2: \$175 million for employers with more than 20 employees within 16 NAICS categories

Category 3: \$75 million for all other employers with 20 or fewer employees

Category 4: \$150 million for all other employers with more than 20 but less than 5,000 employees



# Emergency Laws and Rules

**Work search requirements:** IMPORTANT: With the economy recovering, the job search requirement is going back into effect. You must begin job search activities the week of July 4 to July 10. You must report those activities and every week you need benefits after that. For more information go to our website at:

<https://esd.wa.gov/newsroom/job-search>

**Standby:** Claimants who worked full-time but are separated from the employer due to a lack of work are considered for standby when the employer provides a probable return to work date. Standby can be requested if the claimant meets these requirements starting 7/4/21.

**Waiting week requirement:** The waiting week is waived for claims filed between 3/14/20 and 1/2/21. Claims filed 1/9/21 or later are required to serve a one-week, unpaid wait week. There is no way to waive this requirement.



# Continued Assistance Act

Expanded unemployment benefits programs: the CARES Act was established in 2020 and ended 12/27/2020. The Continued Assistance Act was implemented and extends portions of the CARES Act programs. Find more at: <https://esd.wa.gov/newsroom/covid-19>

## Pandemic Unemployment Assistance (PUA)

- Total number of available weeks was extended from 50 to 79 weeks.
- PUA is available until September 4, 2021.
- To qualify for PUA, you must meet at least one of the COVID-19 related reasons, and
- You cannot be eligible for regular unemployment benefits in WA or any other state.

## Pandemic Emergency Unemployment Compensation (PEUC)

- Total number of available weeks was extended from 24 to 53 weeks.
- PEUC is payable until September 4, 2021.

## Federal Pandemic Unemployment Compensation (FPUC 2.0)

- Adds \$300 to all claims (except those receiving Training Benefits).
- Is available to claimants who are eligible for at least \$1 of their underlying benefits after deductions. If the claimant has excess earnings, they do not qualify for FPUC.
- Is only payable for the weeks ending 1/2/21 through September 4, 2021.
- Claimants do not have to apply; payment is applied to those who automatically qualify.



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# Open Mic – Q&A



Small Business Liaison Office  
smallbusiness@lni.wa.gov  
800-987-0145



Washington State Department of  
**Labor & Industries**

L&I Requirements, Guidance, and Resources Related to  
the COVID-19 Pandemic



# COVID-19 Related Resources

[LNI.wa.gov](https://lni.wa.gov)

Then, click the circled link pictured

Direct link:

[LNI.wa.gov/coronavirus](https://lni.wa.gov/coronavirus)

A screenshot of the Washington State Department of Labor & Industries website. At the top, a banner states: "Local offices are closed to the public. Please call your nearest L&I office [for local assistance](#) between 8-5 Pacific Time weekdays, or dial 360-902-5800." Below this is a language selection bar with options: English, Español, বাংলা, 中国-简体, 中文繁體, 한국어, русский, Soomaali, tiếng Việt. The main header includes the L&I logo, "Home", "My L&I: Sign In", and a "Search L&I" box. A navigation menu lists: Safety & Health, Claims, Patient Care, Insurance, Workers' Rights, and Licensing & Permits. The main content area features a "Coronavirus Resources" section with a large blue box containing the text "L&I coronavirus guidance: Important information and answers to common questions" and a "LEARN MORE" link. To the right is a "Sign In to My L&I" form with fields for "Username" and "Password", a "SIGN IN" button, and a link for "Don't have an account? Sign Up". Below the main content are three buttons: "Verify a Contractor's or Tradesperson's License", "File a Quarterly Report" (which is circled in red with a red arrow pointing to it), and "Create a Safety Program". At the bottom is a search bar and a "Search For:" dropdown menu with options "All" and "Forms & Publications".

# Division of Occupational Safety & Health - DOSH

## COVID-19 Related Requirements and Resources

Many requirements and resources on the L&I website

- General workplace requirements
- Prevention suggestions
- Industry specific guidance, including:
  - Agriculture
  - Janitorial
  - Healthcare
  - Construction
  - Grocery Stores
  - Retail
  - Transportation
  - Food processing
- Free DOSH consultation service



## Reopening Guidance

Washington State Coronavirus Response (COVID-19)

Home Partner Toolkit What You Need to Know Information For News

**Multilingual Resources**

ASL 手語 - Amharic - العربية - Arabic - বাংলা - Burmese - Khmer (អង់គ្លេស) - Cambodian - 简体中文 - simplified Chinese - 繁體中文 - traditional Chinese - Chuukese (Chuuk) - français - French - (فارسی) - Farsi (Persian) - Deutsch - German - हिन्दी (Hindi) - Hindi - Hmong - Hmong - 日本語 - Japanese - (ကဏ္ဍ) - Karen - 한국어 (한국어) - Korean - ພາສາລາວ (phasa lao) - Lao - Kajin Majel - Marshallese - Cuyamecalco Mixtec - Mixteco Bajo - नेपाली - Nepali - Afaan Oromo - Oromo - Português - Brazil - ਪੰਜਾਬੀ - panjabi - Punjabi - limba română / român - Romanian - Русский - Russian - Gagana Samoa - Samoan - af Soomaali - Somali - Español - Spanish - Kiswahili - Swahili - Tagalog - Tagalog - தமிழ் (tami) - Tamil - తెలుగు (telugu) - Telugu - ਪੰਜਾਬੀ (pasasata) - Thai - തിഗ്രി (tagarita) - Tigrinya - Укрїнська (Ukrainian) - Vietnamese

**Vaccine Locator**

**Homebound and need a COVID-19 vaccine?**

Fill out a secure online form to let us know if you or someone you know is homebound. Your answers will allow us to connect individuals to available County and/or State Mobile Vaccine Teams.

**Need help?**

Call the COVID-19 hotline at 1-800-525-0127, then press #. Language assistance is available.

**Information for...**

**YOU AND YOUR FAMILY**

Nearly every Washingtonian has now been impacted by the COVID-19 pandemic. It's OK to ask for help. This page includes resources to help your family stay healthy both physically and mentally. find...

[Face Masks or Cloth Face Covering](#)  
[Mental and emotional well-being](#)  
[Food Assistance](#)

**BUSINESSES AND EMPLOYERS**

Guidance and resources for businesses and employers.

[Frequently asked questions for business](#)  
[Workplace safety guidance](#)  
[Healthy Washington - Roadmap to Recovery: Business Guidance, County Status and What's Open](#)

Language English

WASHINGTON GOVERNOR  
JAY INSLEE

Translate Site | Select Language

HOME ABOUT NEWS & MEDIA ISSUES THE OFFICE OF THE GOVERNOR BOARDS & COMMISSIONS CONTACT

You are here: Home > Issues > COVID-19 Resources > COVID-19 Reopening Guidance for Businesses and Workers

**Issues**

- COVID-19 Resources
- COVID-19 reopening guidance
- COVID-19 translations
- Health & Human Services
- Transportation

**Tags**

- COVID-19 (Coronavirus), Workforce Development, Public Safety

**COVID-19 Reopening Guidance for Businesses and Workers**

On March 11, 2021, Governor Inslee announced the [Healthy Washington - Roadmap to Recovery](#) plan will be transitioning from a regional approach to a county-by-county evaluation process.

The full Healthy Washington phased chart is available [here](#).

**Important Reference Documents**

- [County Phase Status](#)
- [County Phase Metrics \("Roadmap to Recovery"\)](#)
- [Outdoor and Open-air Structures with FAQ \(Updated April 12\)](#)
- [Facial Coverings Guidance for Businesses](#)
- [Voluntary Contact Information](#)
- [High Risk Worker Proclamation FAQ \(Updated May 3\)](#)

**Healthy Washington Requirements**

The following business activities must adhere to the occupancy and operation requirements outlined for their region's Healthy Washington phase:

**Spectator Events**

- [Spectator Events](#) - Updated May 13

**Religious and Faith-Based Organizations**

- [Religious and Faith-Based Organizations](#) - Updated May 13

**Professional Services**

- [Professional Services](#) - Updated March 19

**Personal Services**

- [Personal Services](#) - Updated March 19

**Eating and Drinking Establishments**

- [Eating and Drinking Establishments](#) - Updated March 17

**Weddings, Funerals and Events**

- [Weddings, Funerals and Events](#) - Updated May 24

**Sports, Recreation and Fitness**

- [Fitness and Training](#) - Updated March 26
- [Outdoor Recreation](#) - Updated March 23
- [Water Recreation](#) - Updated March 23
- [Sporting Activities](#) - Updated May 19
  - [Sporting Activities FAQ](#) - Updated March 24
- [Racing: non-motorized and motorized](#) - Updated April 19
- [Golf](#) - Updated March 18





# Updated Mask and Distancing Requirements

## Vaccinated Workers and Employers

### Requirements have changed for vaccinated individuals

*(more detail provided on L&I publication F414-179-000)*

1. Face masks and distancing are no longer required for fully vaccinated employees unless employer or local public health agency requires it
2. Employers must confirm workers are fully vaccinated before ending mask and distancing requirements
  - Worker must provide proof of vaccination (CDC vaccination card, photo of card, documentation from health care provider) or sign document attesting to status
3. Employers must be able to demonstrate they verified vaccination status
  - Create verification log, check status daily, marking or credentialing badges



1. Employers may still require masks, regardless of vaccination status
2. Employees may continue to wear a mask if they choose, regardless of status
3. New guidance does not affect masking rules in the following settings:
  - Hospitals, long-term care, doctor's offices
  - Correctional facilities or homeless shelters
  - Schools, child care centers, or day camps
4. **Requirements remain in effect for unvaccinated individuals**
  - Employers must continue to require face masks and social distancing for all employees who are not fully vaccinated or their status is unknown



# Division of Occupational Safety & Health - DOSH

## General Workplace Requirements for COVID-19

### Mandatory general requirements for unvaccinated employees

(more detail provided on L&I publication F-414-167-000)

1. Face masks and social distancing
  - Required for employees, customers, vendors & contractors
  - At least 6 feet apart and other controls
2. Frequent and adequate hand washing
3. Routine and additional cleaning and sanitizing
4. Establish procedures for sick workers
5. Employee education (in language of preference) and daily health assessment

#### Coronavirus (COVID-19) Prevention:

##### General Workplace Requirements – SUMMARY

The Department of Labor & Industries (L&I) requires employers to provide safe and healthy workplaces and to implement the Governor's order to prevent the spread of the coronavirus.

#### Mandatory General Requirements for Employers\*

##### Social Distancing

- Ensure employees keep at least six feet away from coworkers and the public when feasible.
- If social distancing isn't feasible, barriers and other proven prevention methods must be used to prevent transmission of coronavirus.
- Cloth face coverings, masks or respirators must be used for work where social distancing is not possible.

- Make sure shared work vehicles are cleaned and disinfected each time different occupants use the vehicle and regularly if the same person uses it.
- Keep Safety Data Sheets (SDSs) for all disinfectants on site.

##### Establish Procedures For Sick Workers

- Require sick workers to stay home or remain isolated if they are in farm housing.
- Identify and send home or isolate workers who develop signs of COVID-19 illness.
- Cord off areas temporarily until they are deep cleaned and sanitized after reports of an employee with suspected or confirmed COVID-19 illness.



##### Frequent and Adequate Hand Washing


- Provide fixed or portable hand washing facilities with clean and hot or tepid water, soap, and paper towels.
- Require hand washing when arriving at work, taking breaks, using the bathroom, before and after eating, drinking or using tobacco products, and after touching contaminated surfaces.
- Provide hand sanitizer stations/supplies, wipes.

##### Employee Education on COVID-19 Workplace Hazards

In the language best understood by employees,

Washington State Department of  
Labor & Industries

Basic employee training on  
Covid-19 infection prevention



June, 2020

# Face Coverings Guidance

## Which Mask for Which Task?

COVID-19 Prevention at Work:  
When to Use Face Coverings and Respirators



Division of Occupational Safety and Health

www.Lni.wa.gov/safety-health 1-800-423-7233



Washington  
Labor & Industries

### Negligible Risk

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### High Risk

### Extremely High Risk

When risk for transmission is extremely high you must wear NIOSH-approved N95s, half- or full-facepiece elastomeric respirators with cartridges, or PAPRs (Powered Air-Purifying Respirators) with cartridges; FDA-approved N95s or surgical masks; or other respirators with NIOSH-equivalent approval.

You must also use additional personal protective equipment (PPE), including:

- Goggles or face shields to protect your eyes or face during face-to-face interactions.
- Surgical masks or other types of masks (as supplies allow) for the client to wear, when feasible, during face-to-face tasks for as long as possible while you are present.

Transmission risk is extremely high when you work in residential or non-hospital or clinic settings within six feet of people with COVID-19. You may come into close contact with their exhaled or expelled saliva, mucous, or tears that may contain the coronavirus.

Transmission risk is also extremely high when your work brings you into direct contact with people's mouth, nose, or eyes, even if they appear to be healthy or asymptomatic.

#### Examples of extremely high-risk jobs:

- Emergency Medical Technicians (EMTs).
- Long-term care facility workers who care for clients ill with COVID-19.
- Occupational or physical therapists providing therapy to quarantined clients.

#### Examples of extremely high-risk tasks:

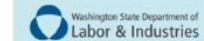
- Conducting visual eye exams or tonometry.
- Taking mouth or nose swab samples at drive-up testing stations.



This is a NIOSH-approved N95 filtering-facepiece respirator. Use this, or a more protective respirator in high- or extremely-high risk situations to protect yourself from saliva particles in the air. It also provides some protection when a person coughs or sneezes near you, but isn't liquid-resistant like an FDA-approved surgical mask or N95 respirator.

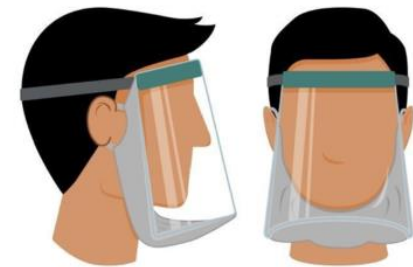
This unaltered photo provided by author Banoj, [https://commons.wikimedia.org/wiki/File:3M\\_N95\\_Part particulate\\_Respirator.JPG](https://commons.wikimedia.org/wiki/File:3M_N95_Part particulate_Respirator.JPG)

## "Humanity Shield" or "Badger Shield"



What if a worker can't wear a mask?

What is an approved accommodation alternative?



Provide the worker with a face shield with a cloth barrier around the face and neck

[lni.wa.gov/Coronavirus](https://lni.wa.gov/Coronavirus)

What are the requirements for workers with medical and disability issues that prevent the use of a cloth face covering or mask?



Ear Loop Mask



Cloth Face Covering



2-Layered Neck Gaiter



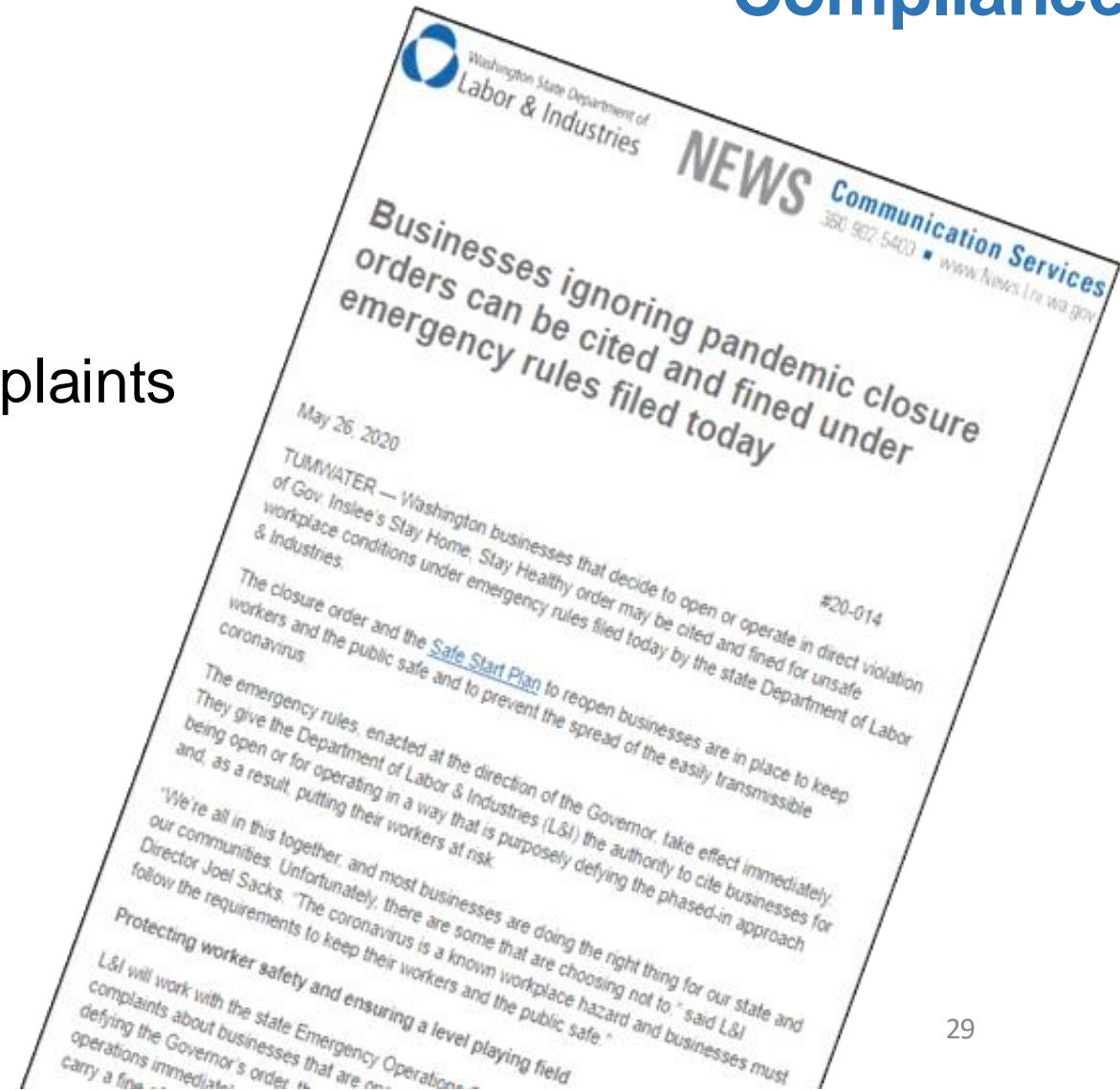
# Division of Occupational Safety & Health - DOSH



## Compliance

### DOSH Compliance

- Workplace inspections
  - Random or a result of injuries or complaints
- Governor's Safe Start Plan
  - Businesses in violation can be cited
  - Fines of \$10,000 or more





# Workers' Compensation Insurance Premiums

## Employer Assistance Program (EAP) – Delayed Payments

**If your business has been impacted by the COVID-19 pandemic:**

- L&I is waiving late penalties and interest for premiums if qualifying businesses **file on time** and **pay within 90 days**
- Payment periods longer than 90 days can be requested, but penalties and interest may apply
- To participate, file quarterly reports timely, paying what you can at that time
  - Then email [DialerCollections@Lni.wa.gov](mailto:DialerCollections@Lni.wa.gov), requesting delay
  - Include L&I account number



# COVID-19 Related Workers' Compensation Claims



- Under new laws, COVID-19 claims for health care providers and frontline workers will likely be allowed
- Applies to disease exposures that occurred the period starting Feb. 29, 2020
  - Eligible for workers' compensation benefits
  - Insurer (L&I or self-insured employer) pays for COVID-19 treatment (supportive care of to relieve symptoms) and medically required testing
- Other claims that meet certain exposure criteria will evaluate on a case-by-case basis
- COVID-19 related claims won't affect employers' experience ratings

**By law, employees can choose to use their accrued sick leave in the following circumstances:**

- Business is closed by a public official due to a health-related reason
- Care for a child whose school or childcare is closed for a health-related reason
- Employee is required to leave work because of a COVID-19 exposure
- Employee is seeking a medical diagnosis, care, treatment, or preventative medical care for themselves or family member (for COVID-19 or any illness)

# COVID-19 Related Resources



- [LNI.wa.gov/coronavirus](https://lni.wa.gov/coronavirus)  
[LNI.wa.gov/smallbusiness](https://lni.wa.gov/smallbusiness)

- **Small Business Liaison Office**

- Celia Nightingale & Andrew Bryan
- Email: [smallbusiness@lni.wa.gov](mailto:smallbusiness@lni.wa.gov)
- Phone: 800-987-0145

- **DOSH Consultation**

- Website: [LNI.wa.gov/safety](https://lni.wa.gov/safety)
- Phone: 800-423-7233



Local offices are closed to the public. Please call your nearest L&I office [for local assistance](#) between 8-5 Pacific Time weekdays, or dial 360-902-5800.

English Español 한국어 русский Soomaali tiếng Việt

Washington State Department of Labor & Industries

Home My L&I: Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Coronavirus Resources

**L&I coronavirus guidance: Important information and answers to common questions**

[LEARN MORE](#)

Sign In to My L&I

Username

Password

[SIGN IN](#)

Don't have an account? [Sign Up](#)

Verify a Contractor's or Tradesperson's License

File a Quarterly Report

Create a Safety Program

Search

Search For: All Forms & Publications



# Small Business Requirements and Resources: Business Relief

Washington State Department of Revenue  
Customer Experience Team

# COVID-19 Online Resources



## Important!

Due to the pandemic, our offices are closed to the public. Please visit our [Contact](#) page for support options.

COVID-19 business relief is available. El alivio comercial de COVID-19 está disponible.

[Laws & rules](#)[Careers](#)[Contact](#)[About](#)[Log in](#)[Home](#)[Open a business](#)[Manage a business](#)[Taxes & rates](#)[File & pay taxes](#)[Education](#)[Forms & publications](#)

## I want to...

[Get or renew a license](#)[File taxes online](#)[Find a sales and use tax rate](#)[Look up a business](#)[Learn about reseller permits](#)

### Time to renew nonprofit property tax exemptions

Renew your nonprofit property tax exemptions online by March 31.

### Certain annual liquor license renewal fees waived

ESSB 5272 waives some liquor license renewal

### Annual filers must file and pay electronically by Apr. 15

Starting with the Annual 2020 return, all annual filers must file and pay electronically. If you need help logging into your My DOR account, try our [My DOR help](#).



# Additional Online Resources

## Business Relief During COVID-19 Pandemic

*Updated Feb. 26, 2021*

### Alivio para los negocios durante la pandemia de COVID-19

#### Our offices are temporarily closed

Services are available online and our call center agents are ready to assist by phone or chat.

While offices are closed, there will be delays in processing incoming and outgoing U.S. mail. This includes things such as general correspondence, processing paper tax returns, applications, and/or permit requests, petitions or request for administrative review, and acknowledgment of any legal documents.

Legal process is accepted at our [Tumwater office](#) between 8 a.m. and noon, Monday – Friday.

In an effort to reduce the spread of COVID-19, the Governor has implemented statewide restrictions. Revenue is offering relief for impacted businesses.

#### Payment Extensions

Revenue will provide payment extensions, upon request, to businesses in the industries directly impacted by these restrictions.

- Please request a payment extension **before** the due date.
- You are still being asked to **file** your returns by their original due dates even if you are unable to pay.

#### Additional resources

[Coronavirus.wa.gov](https://coronavirus.wa.gov)

[Emergency financial assistance grants](#)

#### WA State relief

[WA: COVID-19 Business Resources](#)

[WA Department of Commerce Crisis Planning Tools & Resources](#)

#### Federal relief

[SBA: Small Business Guidance & Loan Resources](#)

[IRS: COVID-19 Tax Relief and Economic Impact Payments](#)

**Guidance for COVID-19 related temporary business activities**

[Additional information for restaurants – COVID 19](#)



# Office and Workload Impacts

All of our offices remain closed to the public.

- Phone or live chat M-F, 8 am - 5 pm, **360-705-6705** (Wed. open at 9am)
- [dor.wa.gov/ContactUs](https://dor.wa.gov/ContactUs)
- *Always available:* Website and My DOR

Processing delays in incoming/outgoing US mail

- General correspondence
- Tax returns, permits, and business applications
- Payments by check or money order
- Petitions, administrative review requests, and legal documents



# Tax Returns and Outstanding Balances

## Tax Returns – file even if you are unable to pay

- Payment extensions
  - Request *before* the due date.
  - They only *postpone payment* due date; tax is not waived.
- Tax returns filed and paid in full by the extended due date are considered timely, and will not incur interest.
- Payment plans may also be available.
  - If you are on a payment plan, maintain contact with your Revenue Agent.

## Outstanding balances interest waiver

- From Feb. 29, 2020 until the end of the COVID-19 State of Emergency

# Licenses and Endorsements

## License Renewals

- We are waiving business license delinquency fees on late renewals.
- We do not, however, have authority to extend your business license expiration dates.

## State and Local Endorsements

- Check with the state or local regulatory agency that issued your endorsement to determine if continued operation is allowed.
  - [dor.wa.gov/StateEndorsement](https://dor.wa.gov/StateEndorsement)
  - [dor.wa.gov/CityEndorsement](https://dor.wa.gov/CityEndorsement)


# Contact Information

Home / Contact Print

## Contact

**All offices are temporarily closed to the public.**  
Services are available online and our call center agents are ready to assist by phone or chat.

**Live chat**



Chat live now

**General topics**

[Find my Letter ID.](#)

[I have a quick question.](#)

**Business licensing**

[Apply or renew a license or endorsement.](#)

[I have a licensing question.](#)

**Tax assistance**

[I have a question about electronic filing.](#)

[I need help completing my tax return.](#)

[I need a binding tax ruling.](#)

[I have an estate tax question.](#)

[I need to file an unclaimed property report.](#)

**Additional services**

**Telephone Information Center**

**Mon - Fri 8 a.m. to 5 p.m.**  
(except closed Wed 8 a.m. - 9 a.m.)

Closed on [holidays](#).

**360-705-6741** Business licensing

**360-705-6705** Tax assistance

**360-705-6706** Español (impuestos y licencias)

**360-704-5900** Remote sales and consumer use tax

**Unclaimed Property**

**360-534-1502** Claims and holder reporting

**Local offices ([map](#))**

<a href="#">Bellingham</a>	<a href="#">Spokane</a>
<a href="#">Bothell</a>	<a href="#">Tacoma</a>
<a href="#">Kent</a>	<a href="#">Tumwater</a>
<a href="#">Port Angeles</a>	<a href="#">Vancouver</a>

## Additional Options

- [DORCommunications@dor.wa.gov](mailto:DORCommunications@dor.wa.gov)
- Secure messaging through My DOR

Revenue alphabetical directory





# Department of Social and Health Services

## Division of Child Support - New Hire Reporting Program -

**Report all Newly Hired and Rehired employees within 20 days.**

- Rehired: Employees returning after more than 60 consecutive days or needing a new W-4

### What to Report

- Employee Info: Name, Addr, SS#, Date of birth, Date of hire
- Employer Info: Name, Mailing Address, FEIN

### Why and How?

#### Impacts Families and Businesses

- Timely enforcement and delivery of child support
- Saves millions by reducing fraud and overpayments in Unemployment, L&I and other benefits.

### Free Reporting Options:

Visit [www.NewHire.wa.gov](http://www.NewHire.wa.gov)

- Online Reporting
- Fax: 800-782-0624
- Phone: 800-562-0479
- Multi State reporting





# Department of Enterprise Services

**Shana Barehand:** [shana.barehand@des.wa.gov](mailto:shana.barehand@des.wa.gov)

**Erin Lopez:** [erin.lopez@des.wa.gov](mailto:erin.lopez@des.wa.gov)

- [Learn about how to sell goods and services to the state](#)
- [Doing Business with DES](#)
- [DES Washington Electronic Business Solutions](#)
- [Open Checkbook](#): state agency payment information
- [Washington Data](#): the general purpose open data portal for the State of Washington
- Questions: [WEBSCustomerService@des.wa.gov](mailto:WEBSCustomerService@des.wa.gov) or (360) 902-7400, 8:00 a.m. to 5:00 p.m., Monday – Friday.



# Department of Health

## RESOURCES

- Check the [DOH dashboard](#) for daily data updates.
- Phase Finder  
<https://form.findyourphasewa.org/210118771253954>
- Vaccinations by Location  
<https://www.doh.wa.gov/YouandYourFamily/Immunization/VaccineLocationsViewourcurrent>
- [Resources and Recommendations](#) (DOH guidance page)
- [Subscribe to receive news releases](#) and notices about press conferences, which are all streamed live on TVW.
- Follow DOH on [Twitter](#) and [Facebook](#) and subscribe for updates to our Medium blog, [Public Health Connection](#).
- Visit the DOH website at [www.doh.wa.gov/coronavirus](http://www.doh.wa.gov/coronavirus) or the state response website at [www.coronavirus.wa.gov](http://www.coronavirus.wa.gov)



# Coronavirus Economic Aid Programs

**Economic Injury Disaster Loan (EIDL)**

**Paycheck Protection Program (PPP)**

**Shuttered Venue Operator Grant (SVOG)**

**Restaurant Revitalization Fund (RRF)**

Information is Current as of June 22, 2021

Seattle District Office (206) 553-7310

Janie Sacco [janie.sacco@sba.gov](mailto:janie.sacco@sba.gov) (206) 300-3863



## Economic Injury Disaster Loan Products

- SBA's first loan product to support the impact of Covid-19 on the business community began funding in March 2020. Funded through December 31, 2021 or until funds are exhausted. The EIDL offers working capital funds at a low, fixed interest rate, and a 30-year loan maturity for small businesses, landlords, or non-profits.
- If a business applies for an EIDL in 2021, the Targeted EIDL Advance and the Supplemental Targeted EIDL Advance are available for application, if the business is eligible for them.
- Production Numbers as of June 10, 2021:
  - **Washington State** - \$4,161,958,576; # loans 67,610 (13<sup>th</sup> most nationwide by State in dollars)
  - **Nationwide** - \$210,757,635,629; # loans 3,802,068
- The Targeted EIDL Advance provides non-repayable funding up to \$10,000 for those businesses who applied for an EIDL by December 27, 2020. Must meet the criteria for eligibility on the next slide.
  - **Washington State** - \$27,440,000; # loans 3,359 (14<sup>th</sup> most nationwide by State in dollars)
  - **Nationwide** - \$1,354,727,000; # loans 163,814
- The Supplemental TEA provides non-repayable funding of \$5,000 for those businesses who applied for an TEA and meet the criteria on the next slide.
  - **Washington State** - \$9,440,000; # loans 1,888 (15<sup>th</sup> most nationwide by State in dollars)

# Economic Injury Disaster Loan Products

## Eligibility Criteria for the Targeted EIDL Advance (TEA)

- Must be located in a low income area as designated on the following mapping tool link—<https://sbaeidl.policymap.com/newmaps#/>
- Must demonstrate at least a 30% decrease from March 2, 2020 for any eight consecutive weeks as compared to the same weeks in 2019.
- Must employ 300 or less employees
- Must complete the TEA application

## Eligibility Criteria for the Supplemental Targeted EIDL Advance (STEA)

- Must be located in a low income area as designated on the following mapping tool link—<https://sbaeidl.policymap.com/newmaps#/>
- Must demonstrate at least a 50% decrease from March 2, 2020 for any eight consecutive weeks as compared to the same weeks in 2019.
- Must employ 10 or less employees
- Mark the STEA on the TEA application

# PPP Loan Production through May 31, 2021

2021 PPP Program Update as of May 31, 2021:

- **Washington State 2021** - 1<sup>st</sup> & 2<sup>nd</sup> Draw: \$5,887,464,009; #loans 91,086 (12<sup>th</sup> most nationwide by state in dollars)
- **Nationwide 2021** - 1<sup>st</sup> & 2<sup>nd</sup> Draw \$277,700,108,079; #loans 6,681,929. **5,242** lenders participated

**Loan Size by numbers of loans nationwide:**

- \$50,000 or less – 87.1%
- \$50,000 to \$100,000 – 5.6%
- \$100,000 to \$150,000 – 2.7%
- Total \$150,000 and less – 95.4%

**Overall Nationwide PPP Loan Average Size - \$42,000**

**Applications closed May 28, 2021;** the SBA is processing applications in the queue through the end of June.

Forgiveness Process continues to be through lenders as of this presentation.

# Shuttered Venue Operator Grant

**Who May Apply:** Live venue operators or promoters; Theatrical producers; Live performing arts organization operators; Museum operators; Motion picture theater operators (including owners); Talent representatives.

## **Amount of Grant:**

- For an eligible entity in operation on January 1, 2019, grants will be for an amount equal to 45% of their 2019 gross earned revenue OR \$10 million, whichever is less.
- For an eligible entity that began operation after January 1, 2019, grants will be for the average monthly gross earned revenue for each full month you were in operation during 2019 multiplied by six (6) OR \$10 million, whichever is less.

## **Performance: Currently in the First Priority (as of midday June 21, 2021)**

- Applications Submitted—14,416
- Number of Grants Awarded—1,445
- Total Amount Awarded--\$833.4 Million
- **Washington State—47 Awardees for \$21,312,404**

## Restaurant Revitalization Fund (RRF)

- Opened on May 3, 2021 to all applicants; had a 21-day priority processing period for woman-owned; veteran-owned; and socially and economically disadvantaged-owned businesses. Application submission closed May 24, 2021.
- Budget is \$28.6 Billion compared to Applications of more than \$75 Billion
- Over 186K entities applied in the first 36 hours of RRF; have 362,000 applications as of May 24, 2021.
  - 208,000 applications came from restaurants, bars, and other eligible businesses owned and controlled by women, veterans, socially and economically disadvantaged individuals, or some combination of the three.
  - 139,000 applications came from businesses falling in the 3 set aside groups, representing some of the smallest restaurants and bars in America.









































# Washington Small Business Development Centers

Your SBDC Advisor can assist you in filling out the PPP application and forgiveness forms, along with many other aspects of small business ownership, including start-up, growth and transition planning.

**There is no cost to you!**



 Aberdeen - Mia Johnstone	 Auburn - Taryn Hornby	 Bellingham - Asche Rider	 Bellingham - CJ Seitz
 Bellingham - Eric Grimstead	 Bellingham - Kathy Bastow	 Bellingham - Sherri Daymon	 Cle Elum - Liz Jamieson
 Coupeville/Island County - Kristina Hines	 Des Moines - Phon Sivongxay	 Des Moines - Rich Shockley	 Ellensburg - Liz Jamieson
 Everett/Snohomish County - Janet Toth & Giselle Saguid	 Kent - Kevin Grossman	 Lacey - Jennifer Dye	 Longview - Jerry Petrick
 Moses Lake - Allan Peterson	 Mt Vernon - TBD	 Omak - Lew Blakeney	 Port Angeles/North Peninsula - Mike Rieckhoff
 Poulsbo/Kitsap County - Jaime Forsyth	 Pullman - Technology - Aziz Makhani	 Puyallup/Pierce County - John Rodenberg	 Redmond - Mari Wruble
 Seattle - International Trade - Ellie He	 South Seattle - Jenefeness Tucker	 South Seattle - Steve Burke & Hillary Van Beek	 Spokane - Alan Stanford
 Spokane - International Trade - Vern Jenkins	 Spokane - Julia Lara	 Tacoma/Puyallup - John Rodenberg	 Vancouver, CoLab Office - Jerry Petrick
 Walla Walla - Judy Jones	 Wenatchee - John Morosco	 Wenatchee - Ron Nielsen	 Yakima - Sarah Truglio

Contact your local advisor:  
<https://wsbdc.org/contact-an-advisor/>  
washington@wsbdc.org





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# Open Mic – Q&A

# Contact Summary



**Rafael Colón**  
[smallbusiness@esd.wa.gov](mailto:smallbusiness@esd.wa.gov) / 360-878-4088

**Celia Nightingale & Andrew Bryan**  
[smallbusiness@lni.wa.gov](mailto:smallbusiness@lni.wa.gov) / 800-987-0145

**Telephone Information Center**  
[DORCommunications@dor.wa.gov](mailto:DORCommunications@dor.wa.gov) / 360-705-6705

**Shana Barehand**  
[shana.barehand@des.wa.gov](mailto:shana.barehand@des.wa.gov)

**Mitchell Dillard**  
[Mitchell.Dillard@dshs.wa.gov](mailto:Mitchell.Dillard@dshs.wa.gov)

<https://www.doh.wa.gov/Emergencies/Coronavirus>  
800-525-0127

**Scott Hitchcock (ORIA)**  
[scott.hitchcock@gov.wa.gov](mailto:scott.hitchcock@gov.wa.gov) / 360-725-0622

# Thank you





**Employment  
Security  
Department**  
WASHINGTON STATE

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# Employment Security Department Additional Reference Slides



# Eligibility & Duration



- ✓ **Experience a qualifying event**
  - ✓ **Work 820 hours in Washington during the qualifying period**
- Title 50A RCW

## Family members

- Spouse/domestic partner
- Child
- Son/daughter-in-law
- Grandchild
- Grandparent
- Parent (in-law and step)
- Sibling

## Qualifying events

- Welcoming a child through birth, placement, foster or adoption
- Serious health conditions or injuries (your own or a family member's)
- Certain military-connected events

Family Leave = 12 x typical workweek hours

Medical Leave = 12 x typical workweek hours

Combination = 16 x typical workweek hours

Pregnancy Disability = add 2 weeks of medical leave

## **Paid Family and Medical Leave:**

- If you are sick or caring for a family member who is sick.
  - Eligibility requires a Certification of Serious Health Condition form signed by a healthcare provider.
- Individuals cannot receive benefits from Paid Family and Medical Leave and Unemployment Insurance in the same week. This includes both state and federally funded unemployment.



# Helpful Web Pages for Employers and Workers

1. ESD homepage: <https://esd.wa.gov>
2. Employer taxes: <https://esd.wa.gov/employer-taxes>
3. COVID-19 Page: <https://esd.wa.gov/newsroom/covid-19>
4. COVID-19 business info: <https://esd.wa.gov/newsroom/covid-19-employer-information>
5. Employer resources: <https://esd.wa.gov/about-employees>
6. Work/job search requirements: <https://esd.wa.gov/unemployment/job-search-requirements>
7. Extension of benefits: <https://esd.wa.gov/unemployment/benefit-extensions>
8. WorkSource resources: <https://www.worksourcewa.com/>
9. *ESD Facebook*: <https://www.facebook.com/WashingtonESD>



# Contact Us

## ESD Business-Friendly



**esd.wa.gov**  
**esd.wa.gov/wotc**  
**esd.wa.gov/bonding**  
**esd.wa.gov/sharedwork**  
**paidleave.wa.gov**  
**worksourcewa.com**



**paidleave@esd.wa.gov**  
**sharedworkplansect@esd.wa.gov**  
**status@esd.wa.gov**



**800-318-6022** – UI hotline & weekly claims (8a.m. to 4 p.m. Mon. – Fri.)  
**855-829-9243** – Employers UI tax account  
**833-717-2273** – PF&ML  
**800-752-2500** option 3 – SharedWork  
**800-669-9271** – WOTC & Bonding