



Small Business Requirements & Resources

COVID-19 Impact Webinar:

A New Path Forward

April 22, 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:

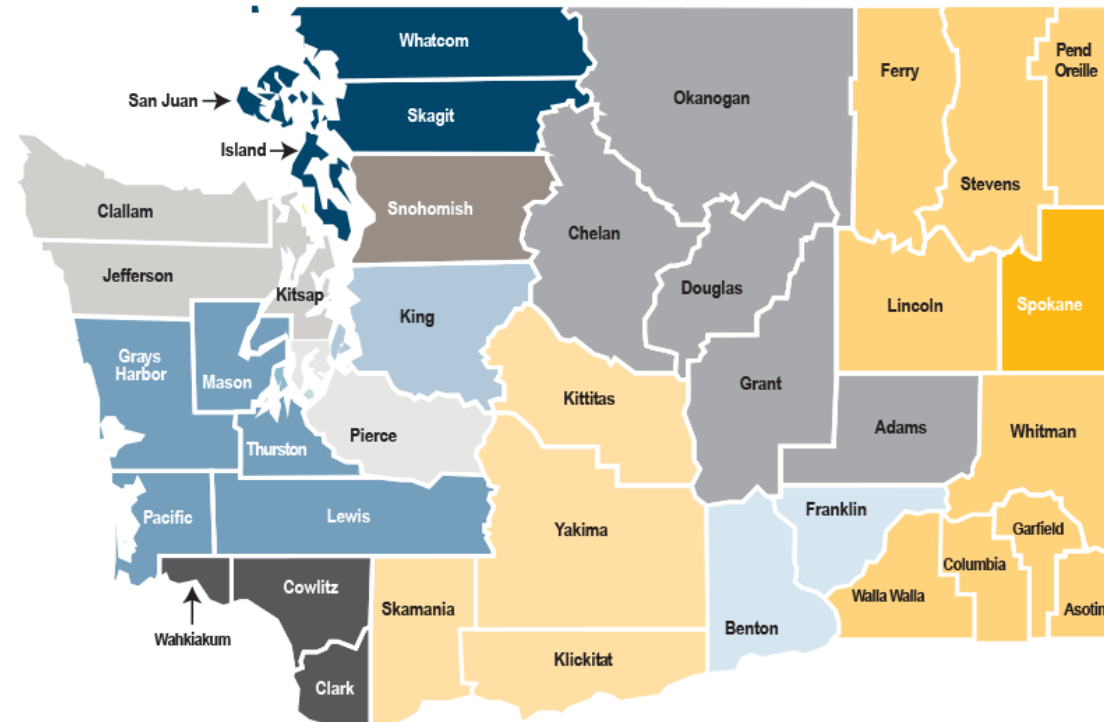
- All -

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

Visit us at 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
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
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
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
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
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>

Emergency Laws and Rules

Work search requirements: As a result of the COVID-19 crisis, the Legislature suspended this requirement until the pandemic state of emergency is lifted or until the Governor or the Legislature reinstate job search requirements, whichever comes first. Go to our website at: <https://esd.wa.gov/unemployment/job-search-requirements> for the most updated information.

Standby: Standby is ONLY a work search waiver. It is not necessary to request standby during a time period when work searches requirements are being waived.

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.

PPP and Unemployment

PPP loan - you must report the gross amount of money you received from the PPP loan during the week the pay is attributed to, not when the claimant receives the pay.

Unemployment example -

- The claimant (you) works 20 hours and earns \$20 an hour.
- File the weekly claim reporting having worked a total of 20 hours and earned \$400.

PPP loan forgiveness requirements are not the purview of ESD. All other questions must be directed towards the Small Business Administration.



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, and 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. This section is highlighted with a red rounded rectangle. Below it, a red arrow points to a "File a Quarterly Report" button. To the right is a "Sign In to My L&I" form with fields for "Username" and "Password", a "SIGN IN" button, and a "Don't have an account? Sign Up" link. At the bottom, there are buttons for "Verify a Contractor's or Tradesperson's License", "File a Quarterly Report", and "Create a Safety Program". A search bar is at the very bottom with a "Search For:" dropdown set to "All" and a "Forms & Publications" button.

Division of Occupational Safety & Health - DOSH

COVID-19 Related Requirements and Resources

Many new 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



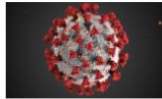
Division of Occupational Safety & Health - DOSH

Janitorial Safety Tip Sheet

A series of health and safety tips to prevent work-related injuries in the janitorial industry

April 2020

Issue 2, Volume 1



Do you know how to avoid COVID-19? Watch for symptoms:

The following symptoms may appear 2-14 days after exposure.



COUGH



SHORTNESS
OF BREATH



FEVER

Call your doctor if you...

- Feel sick, and have been in close contact with a person known to have COVID-19 OR,
- Have recently traveled from an area with widespread or ongoing community spread of COVID-19.

Protect Your Health: Infected people can spread COVID-19 through tiny droplets when they cough or sneeze. Use these practices to prevent the spread of COVID-19:

- **Avoid close contact** with people who are sick.
- **Don't touch** your eyes, nose, and mouth.
- **Stay home** when you are sick.
- **Cover your cough or sneeze** with a tissue, then throw the tissue in the trash.
- **Clean and disinfect** frequently-touched objects and surfaces. For disinfection, use diluted household bleach solutions, alcohol solutions with at least 70 percent alcohol, and EPA-registered household disinfectants. (see [EPA list of disinfectants for this virus](#)).
- The virus can live on surfaces for up to 72 hours.
- **Follow CDC's recommendations for using a facemask.**
- **Wash your hands often!**
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.



To learn more about the study, call/text/email SHARP
360-819-7908 • 1-888-667-4277 • JanitorStudy@Lni.wa.gov
SHARP Publication Number: 102-16-2020



Revised 04/09/2020

Coronavirus (COVID-19): Protecting Grocery Store Workers



The Department of Labor & Industries (L&I) requires employers to implement the Governor's proclamation: www.governor.wa.gov/news-media/inslee-announces-stay-home-stay-healthy. Employers must ensure social distancing for employees and customers; frequent and adequate handwashing; and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in languages best understood by employees.

Workplace Discrimination

It is against the law for any employer to take any adverse action such as firing or threats against a worker for exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health, filing a safety and health complaint or participating in a Division of Occupational Safety and Health (DOSH) investigation. Workers have 30 days to file their complaint with L&I DOSH and/or with Federal OSHA.

Ideas for an Effective Social Distancing Plan:

- Limit the number of customers entering the store to facilitate social distancing at store entrances, throughout store and at check-out lines.
- Require all workers to stay at least six feet away from customers and coworkers.
- Temporarily mark six-foot increments (using adhesive colored tape, chalk, etc.) on the ground or floor to ensure social distancing.

- Post large print attention-grabbing (readable from a far distance (or use electronic reader boards) that info of social distancing practices.
- Designate workers to monitor and distancing at check-out lines.
- Discontinue self-serve foods, free stands and product demonstration.

Ideas for an Effective Handwashing

- Install hand-sanitizing dispensers at entrances and at key locations inside.
- Ensure all workers know why and effectively wash hands for at least 20 seconds.
- Require workers to wash hands with soap and water for at least twenty seconds such as when they arrive at work, workstations for breaks, eat, use the restroom after handling money.
- Ensure gloves are used for cart restocking, handling money, common use of register or keypad by different cashiers.
- Set up a schedule to keep these stock areas stocked and trash emptied.

Ensure Sick Workers Are Not at Work

- Monitor employees for signs of illness and require sick workers to stay home.
- Ensure employees know the signs and symptoms of COVID-19 caused by coronavirus.



Division of Occupational Safety and Health



www.Lni.wa.gov/safety-health



1-800-423-7233



Washington State
Labor & Industries

Sample Resources

Ideas for Providing Basic Workplace Hazard Education About Preventing Coronavirus Transmission:

- Instruct all workers on social distancing, handwashing, and other store-wide safety procedures related to coronavirus.
- Teach workers the importance of hand washing before eating, drinking, or using tobacco.
- Advise on respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, and mouths with unwashed hands or gloves.
- Prohibit sharing utensils, phones, work tools, and other workplace items that are not sanitized.
- Communicate important safety messages/updates daily with methods such as posters, reader boards, etc.

Checkout Stands and Counters Considerations

- Consider closing self-check stands if not all surfaces can be sanitized between customers and if it is not possible to ensure at least six feet between users.
- Consider installing "sneeze shields" at check stands, and ask customers to stand behind them, or relocate pay station key pads further away from worker.
- When supplies are available, provide disposable wipes/hand sanitizer at check-out stands for employees and customers (e.g. at key pads, registers, bagging area).
- Prohibit reusable shopping bags and provide single use bags for groceries.

Stocking and Surface Cleaning

- Schedule as much stocking and deep cleaning as possible during closing hours. If a 24-hour store, stock during the slowest period of the night.
- Appoint a designated sanitation worker(s) at all times to continuously clean and disinfect high-touch surfaces on a significantly increased schedule. Use the environmental cleaning guidelines set by the CDC. www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- When disinfecting for coronavirus, the EPA recommends using the longest recommended contact time and/or most concentrated solution per the label.

- Be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces.
- Use protective gloves and eye/face protection (e.g. face shields and/or goggles) when mixing, spraying, and wiping with liquid cleaning products, like diluted bleach.

Other Protective Measures

- Provide ways for workers to express any concerns and ideas to improve safety.
- Alert store managers or shift supervisors of strategies on handling customers or workers who are not following social distancing practices or demonstrate signs of illness during the visit. For example, it might be helpful to move a coughing customer out of line to a separate checkout station distant from others.
- Update store Accident Prevention Program (APP) to include awareness and prevention measures for diseases and viruses.

Resources

L&I's COVID-19 webpage:
www.Lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources

King County Public Health Grocery store guidance with downloadable posters here:
www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/retail/grocery-stores.aspx

WA Food Industry Association:
www.wa-food-ind.org/Covid-19

Get help

For a free safety and health consultation go to www.Lni.wa.gov/SafetyConsultants or call 1-800-423-7233 or visit a local L&I office.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

PUBLICATION F414-163-000 [04-2020]

Reopening Guidance

COVID-19
For the latest COVID-19 health guidance, statistics and resources, visit [Coronavirus.wa.gov](https://coronavirus.wa.gov).

WASHINGTON GOVERNOR
JAY INSLEE

Translate Site

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Issues

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 - COVID-19 reopening guidance for businesses and workers
- Budget
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- Energy & Environment
- Health Care & Human Services
- Safe Communities
- Transportation

Tags

- COVID-19 (Coronavirus)
- Health Care

Coronavirus Disease (COVID-19)

- Statewide COVID-19 information
- Latest news

Statewide COVID-19 information

We've moved all our COVID-19 information to the new state website. For the latest information and resources:

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

COVID-19 Reopening Guidance for Businesses and Workers

Latest news

COVID-19 Reopening Guidance for Businesses and Workers

On January 5, Governor Inslee announced the [Healthy Washington - Roadmap to Recovery](#) plan, which lays out the process to safely reopen Washington state. The plan includes guidance for certain businesses and industries to help protect Washingtonians and minimize the spread of COVID-19.

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

Important Reference Documents

- [Regional Phase Status](#) ("Roadmap to Recovery")
- [Outdoor and Open-air Structures](#)
- [Voluntary Contact Information](#)

Healthy Washington Requirements

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

Religious and Faith-Based Organizations

- [Religious and Faith-Based Organizations](#)

Professional Services

- [Professional Services](#)

Personal Services

- [Personal Services](#)

Eating and Drinking Establishments

- [Restaurants, Taverns, Wineries, Breweries and Distilleries](#)

Sports, Recreation and Fitness

- [Fitness and Training](#)
- [Outdoor Recreation](#)
- [Water Recreation](#)
- [Sporting Activities: recreational, K-12, higher education and professional](#)
- [Racing: non-motorized and motorized](#)
- [Golf](#)

Indoor Entertainment Establishments

- [Bowling](#)
- [Card Rooms](#)
- [Museums](#)

Outdoor Entertainment Establishments

- [Drive-In Theaters](#)
- [Zoos and Aquariums](#)

Division of Occupational Safety & Health - DOSH

General Workplace Requirements for COVID-19

Mandatory general requirements for all employers

(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.

 **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.

 **Establish Procedures For Sick Workers**


- 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.
- 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.

 **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

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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.

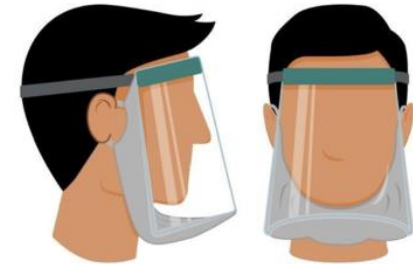
This unaltered photo provided by author Banoj, https://commons.wikimedia.org/wiki/File:3M_N95_Part particulate_Respirator.JPG

"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

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

Suggested Best Practices with Customers & Masks



- Use highly visible signage (signage is required)
- Provide a supply of disposable masks
- Politely educate about the requirement
- If won't wear a mask, offer accommodation:
 - Curbside pickup
 - Delivery
 - Scheduled appointment
- Stay safe – don't try to physically block or remove them from the premises

https://coronavirus.wa.gov/sites/default/files/2020-10/Overview%20of%20mask%20order_OctoberUpdate.pdf



Signage – Coronavirus.WA.Gov

Washington State Coronavirus Response (COVID-19)

Home What You Need to Know Information For News Resource Topics

INFORMATION FOR

[You & Your Family](#)

[Workers](#)

Businesses ▾

[Workplace safety guidance](#)

[Frequently asked questions for business](#)

Business Signage Toolkit

[Proclamación de trabajadores de alto riesgo](#)

Business Signage Toolkit

This page will host business communication resources to address common concerns about COVID-19. These resources are completely free to use, so please download and distribute as you wish.

We will continue to add to this page as new resources are developed. Please check back often.

PRINTABLE POSTERS FOR ESSENTIAL BUSINESSES

Files will open as a PDF that you can print.

- [Please wear a mask](#)
- [Retail stores: general](#)
- [Retail stores: fitting rooms](#)
- ["What does six feet look like?"](#)
- [Help keep Grocery store staff and customers safe](#)
- ["We offer delivery"](#)
- ["We offer pickup"](#)
- [Product Limit sign](#)
- [Customer Capacity Limit sign](#)
- [Hand-washing signs for the public and food workers](#) available in multiple languages.
- Coronavirus FAQ Infographics
 - [Color](#)
 - [Grayscale](#)
- Safe Start infographics
 - [Horizontal](#)
 - [Vertical](#)

STAYING SAFE

COVID-19 (coronavirus)

To keep our staff and our customers safe, we ask that you...

Wear a face mask



Please help keep everyone safe; wear a cloth face covering while shopping.

Stay 6 feet apart



Please try to stay at least 6 feet away from other people in the store.

We are now serving _____ people at a time in our store.



To ensure proper physical distancing and comply with state guidelines, we are operating at reduced capacity.

Spread the Facts

coronavirus.wa.gov

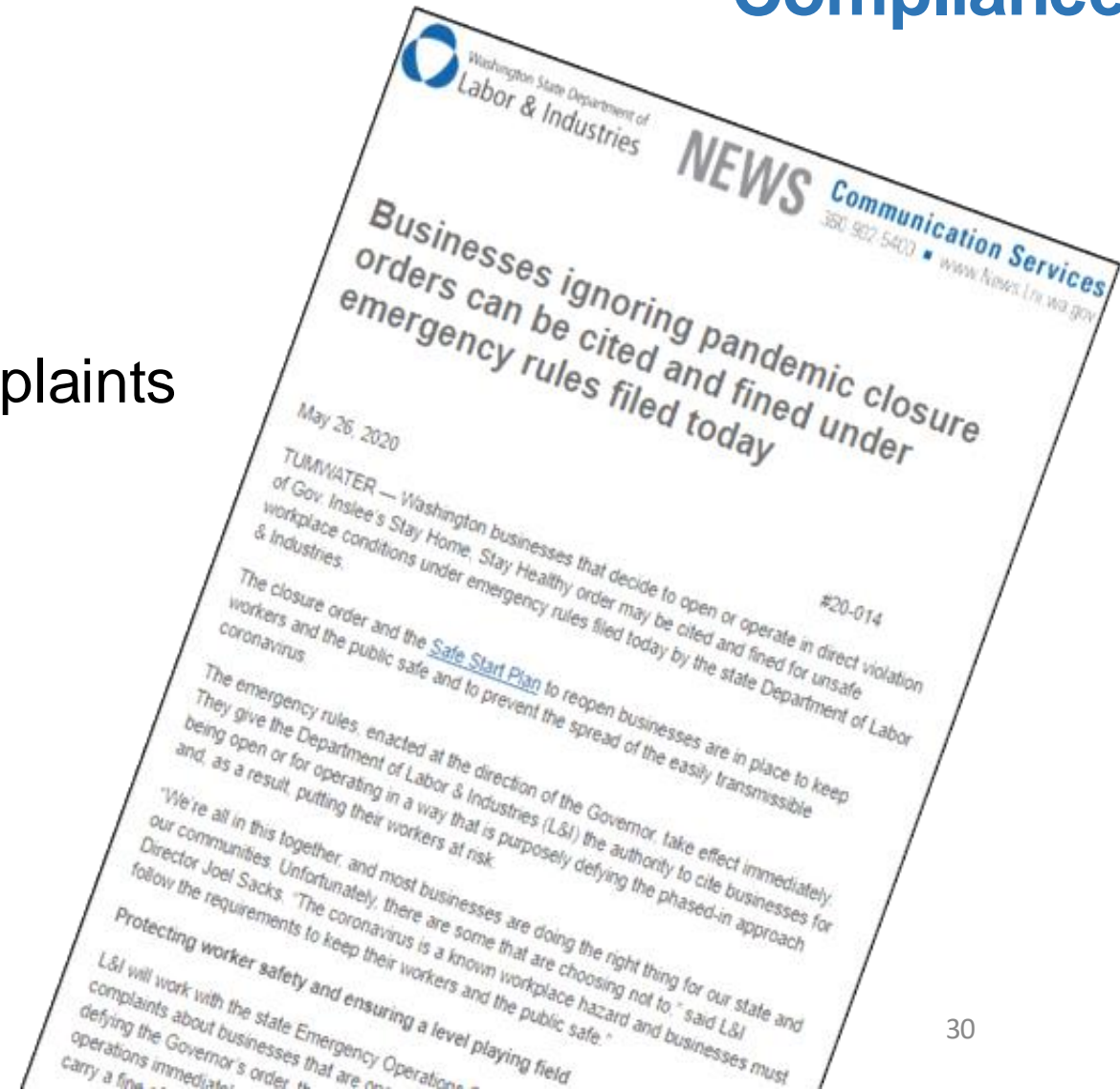
Division of Occupational Safety & Health - DOSH



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, requesting delay
 - Include L&I account number

Workers' Compensation Insurance Premiums



Reported Employee Hours

Hours for workers' comp premium reporting:

- For hourly employees, you don't need to report non-working hours
- For salaried employees
 - If you typically report a standard 160 hours per month, or 480 hours per quarter, for your salaried workers:
 - You can temporarily report actual hours worked instead
 - Keep good records

COVID-19 Related Workers' Compensation Claims



- In most cases, exposure and/or contraction of a virus would **not** be considered an allowable workers' comp claim
- Under certain circumstances, COVID-19 claims from health care providers and first responders will be allowed
 - For illness or quarantine
- Other workers, claims will probably not be approved
 - 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
- **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

35



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
- *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
 - 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](#))

Bellingham	Spokane
Bothell	Tacoma
Kent	Tumwater
Port Angeles	Vancouver

Additional Options

- 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

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





Department of Enterprise Services

Shana Barehand: shana.barehand@des.wa.gov

Erin Lopez: 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 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 or the state response website at www.coronavirus.wa.gov



U.S. Small Business
Administration

Coronavirus Economic Aid Programs

Paycheck Protection Program (PPP)

1st Draw

2nd Draw

Shuttered Venue Operator Grant (SVOG)

Economic Injury Disaster Loan (EIDL)

Restaurant Revitalization Fund (RRF)

April 22, 2021

Seattle District Office (206) 553-7310

Janie Sacco janie.sacco@sba.gov (206) 300-3863

What is a First Draw PPP Loan?

For eligible applicants that did not receive a PPP loan prior to Aug. 9, 2020

- PPP loan eligibility now includes additional types of entities.
- Covered eligible expenses are expanded.
- Borrowers can now select a covered period to use PPP loan proceeds anytime between 8 and 24 weeks after disbursement.
- Certain borrowers may request an increase to their original PPP loan amount.
- Must apply **on or before May 31, 2021**, or until Congressional appropriations expire.
- Go to: www.sba.gov/ppp and select First Draw Loan Information
- There have been eligibility changes related to delinquent student loan debt, felony issues, and the use of ITINs.

What is a Second Draw PPP Loan?

For borrowers that previously received a PPP loan, have 300 employees or less, and suffered a 25% reduction in gross receipts

- For most borrowers, the maximum loan amount of a Second Draw PPP loan is 2.5x average monthly 2019 or 2020 payroll costs, up to \$2 million.
- For borrowers in the Accommodation and Food Services sector (NAICS 72), the maximum loan amount for a Second Draw PPP loan is 3.5x average monthly 2019 or 2020 payroll costs, up to \$2 million.
- Second Draw PPP loan applicants must submit the information on **SBA Form 2483-SD** (Borrower Application) when applying to their lender.
- Must apply **on or before May 31, 2021**, or until Congressional appropriations expire.
- Go to: www.sba.gov/ppp and click on Second Draw Loan Information

Shuttered Venue Operator Grant

- **Who Can Apply:** Live venue operators or promoters, Theatrical producers, Live performing arts organization operators, Relevant museum operators, zoos and aquariums who meet specific criteria, Motion picture theater operators, Talent representatives, Each business entity owned by an eligible entity that also meets the eligibility requirements
- **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 revenue for each full month you were in operation during 2019 multiplied by six (6) OR \$10 million, whichever is less.
- **For more information go to www.sba.gov/svogrant**
- **The re-opening date of the portal is pending.**
- **Must have been in operation as of Feb. 29, 2020; venue or promoter must not have received a PPP loan on or after December 27, 2020**

Economic Injury Disaster Loan

- SBA's EIDL program offers a low fixed interest rate (3.75% to for-profit businesses and 2.75% to non-profit businesses) and a 30-year maturity for small businesses, landlords, or non-profits.
- May have an EIDL and a PPP loan at the same time.
- Use of proceeds: any working capital purpose including all operating expenses, inventory purchases, and principal and interest payments on business loans.
- May not be used for: debt consolidation, fixed asset purchases, relocation expenses.
- Reconsideration Requests email to: PDCCrecons@sba.gov. You may use this for declined loans and for loan increases.
- Collateral Change Requests email to: PDC.PDCAccountsCollateralReview@sba.gov
- Funded through December 31, 2021 or until funds are exhausted.

Restaurant Revitalization Fund (RRF)

- Please go to the following website for detailed information about the program: [Restaurant Revitalization Fund \(sba.gov\)](https://www.sba.gov/restaurant-revitalization-fund)
- Eligible entities are businesses that are not permanently closed and include businesses where the public or patrons assemble for the primary purpose of being served food or drink
- **Includes:**
 - Restaurants
 - Food stands, food trucks, food carts
 - Caterers
 - Bars, saloons, lounges, taverns
 - Snack and nonalcoholic beverage bars (e.g., coffee shops, ice cream shops)
 - Bakeries* (onsite sales to the public comprise at least 33% of gross receipts)
 - Brewpubs, tasting rooms, taprooms* (onsite sales to the public comprise at least 33% of gross receipts)
 - Breweries and/or microbreweries* (onsite sales to the public comprise at least 33% of gross receipts)
 - Wineries and distilleries* (onsite sales to the public comprise at least 33% of gross receipts)
 - Inns* (onsite sales of food and beverage to the public comprise at least 33% of gross receipts)
 - Licensed facilities or premises of a beverage alcohol producer where the public may taste, sample, or purchase products
 - Other similar places of business in which the public or patrons assemble for the primary purpose of being served food or drink

All entities listed above that do not have an asterisk are presumed to have greater than 33% onsite in 2019 food and beverage sales







































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





Open Mic – Q&A

Contact Summary



Rafael Colón
smallbusiness@esd.wa.gov / 360-878-4088

Celia Nightingale & Andrew Bryan
smallbusiness@lni.wa.gov / 800-987-0145

Telephone Information Center
DORCommunications@dor.wa.gov / 360-705-6705

Shana Barehand
shana.barehand@des.wa.gov

Mitchell Dillard
Mitchell.Dillard@dshs.wa.gov

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

Scott Hitchcock (ORIA)
scott.hitchcock@gov.wa.gov / 360-725-0622

Thank you





**Employment
Security
Department**
WASHINGTON STATE

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.

Restarting your claim

3 steps if you're applying/restarting your claim:

1. Check out esd.wa.gov/unemployment/tips to avoid common issues.
2. Log on to eServices Thurs. – Sat. when it is less busy.
3. It is best to apply/[restart your claim](https://esd.wa.gov/unemployment/restart-your-claim) the same week you leave your job. If you can't, you have through the following week.



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



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 accounts
833-717-2273 – PF&ML
800-752-2500 – SharedWork
800-669-9271 – WOTC & Bonding