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# Small Business Requirements & Resources COVID-19 Impact Webinar May 11, 2020



Unemployment Benefits, Return to Work, Paid Family and Medical Leave...



**Employment  
Security  
Department**  
WASHINGTON STATE





# ESD Website Resources

**Employment Security Department**  
WASHINGTON STATE

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## New to unemployment?

Unemployment benefits may be available if you have recently lost your job.

[Start here](#)

## Already applied?

Login to finish your unemployment application or submit your weekly claim.

[Login now](#)

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**Affected by COVID-19**  
The CARES Act changes who is eligible for unemployment. Get started here to learn more about Pandemic Unemployment Assistance.

**Self-employed & independent contractors**

[Learn more](#)

**Sick or caring for a family member?**

[Learn more](#)

**Lost work, or part-time worker?**

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## Affected by COVID-19

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# ESD Coronavirus Website Resources



## Employers: We can help

We have adopted changes to reduce the burden on employers during the crisis.

[Learn More](#)

### eServices

Sign in to eServices to apply for and manage unemployment claims, pay taxes and more. Select "Sign in" for a complete list.

[Sign in or create account](#)

User guides: [for individuals](#) | [for employers](#)

Need help? See [technical support](#)

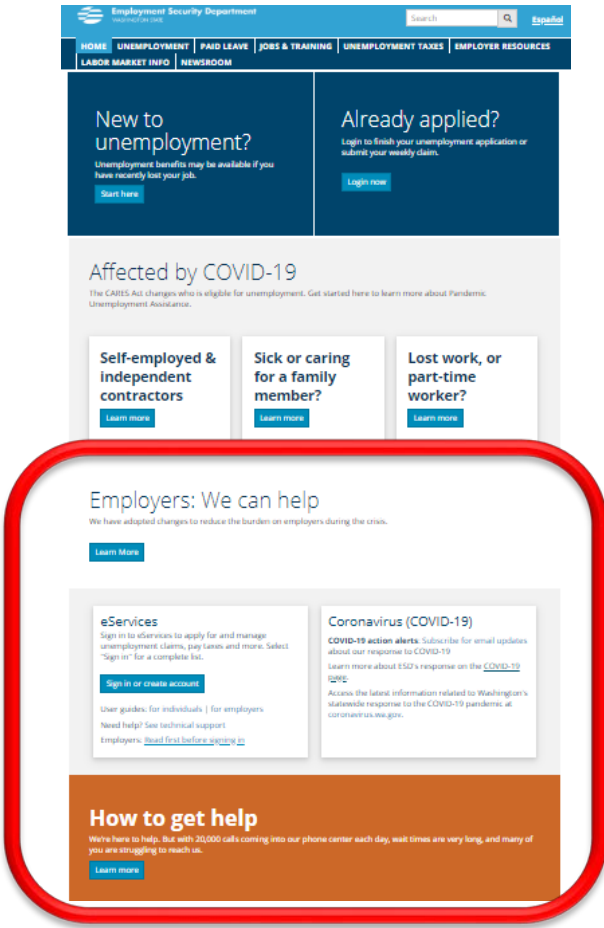
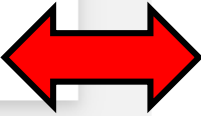
Employers: [Read first before signing in](#)

### Coronavirus (COVID-19)

**COVID-19 action alerts:** [Subscribe for email updates](#) about our response to COVID-19

Learn more about ESD's response on the [COVID-19 page](#).

Access the latest information related to Washington's statewide response to the COVID-19 pandemic at [coronavirus.wa.gov](#).



## How to get help

We're here to help. But with 20,000 calls coming into our phone center each day, wait times are very long, and many of you are struggling to reach us.

[Learn more](#)

# Business-Friendly Program Presenters



- **Cyal Christmas**, Manager, Tax Audit & Collections, UI Customer Support
- **Breanna Williams**, Senior Policy Analyst, UI Policy
- **April Amundson**, Policy and Rules Manager, Paid Family and Medical Leave

# 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.

# Relief of Benefit Charging



## Relief of Benefit Charging

- **Standby** – Legislation passed \$25M to provide tax relief to small businesses impacted by COVID-19.
- **SharedWork** – As of March 27, 2020, the federal government is covering those UI benefits 100% through the end of the year.
- **Reimbursable** - The federal government will pay 50% of their benefit charges.
- We're offering some leniency for requests received after the 30-day period.
  - Employers must establish good cause for not sending their request on time.

# Emergency Laws and Rules



## Work search requirements

- Optional beginning March 8, 2020, and until further notice.
  - When required, we will notify claimants at [www.esd.wa.gov](http://www.esd.wa.gov)
- Most **separations** occurring March 23, 2020 or later, due to COVID-19 are considered a **lack of work**.
- Claimants and employers can request up to twelve weeks of **standby**.
  - Standby is **ONLY** a work search waiver.
- Claims filed March 8, 2020 or later (until further notice) are not required to serve a **wait week**.





## Expanded unemployment benefits programs:

### **Pandemic Unemployment Assistance (PUA)**

Separate benefit program to cover many people who do not qualify for regular unemployment, including:

- Self-employed people
- Independent contractors
- Part-time workers (with fewer than 680 hours)
- Available Feb. 2 - Dec. 26, 2020

### **Pandemic Emergency Unemployment Compensation (PEUC)**

- Extension of regular unemployment benefits of up to 13 weeks.
- Available weeks ending April 4 - Dec. 26, 2020.
- Total of 39 weeks of benefits.
- 100% federally funded. Employers cannot be charged.

### **Federal Pandemic Unemployment Compensation (FPUC)**

- Extra \$600 per week – must be eligible for at least \$1 of weekly benefits after deductions.
- Payable for weeks ending April 4 - July 25, 2020.
- Available for everyone on regular unemployment or PUA, except those on training benefits.
- 100% federally funded. Employers cannot be charged.

# Tips To Get Paid Fastest



- Before you apply - carefully study: [www.esd.wa.gov/unemployment](http://www.esd.wa.gov/unemployment)
- Apply online using eServices.
- If we send you a questionnaire, respond by the due date. Check your mail and eServices account frequently.
- If your preference is to have us call you, please answer your phone.
- Continue to file your weekly claims, **even if you are not being paid.**
- Sign up for direct deposit.

# Washington **Paid Family & Medical Leave**

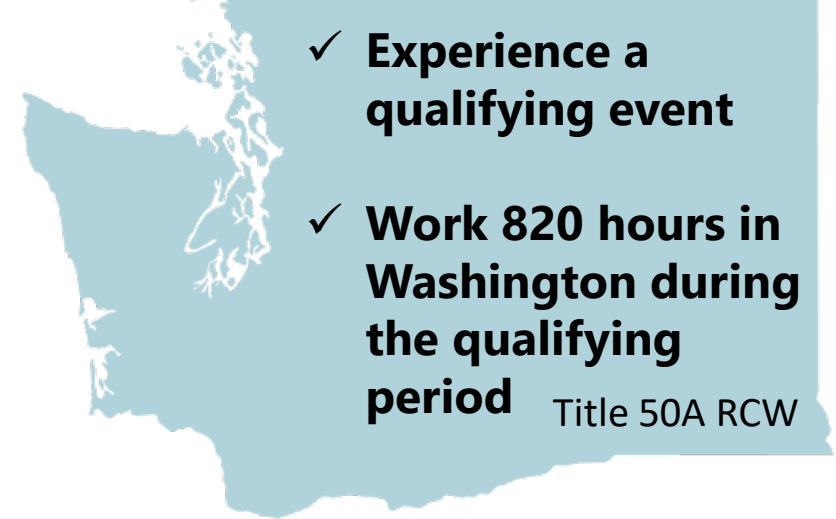
 **Employment Security Department**  
WASHINGTON STATE

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Paid Family and Medical Leave



# Eligibility



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

- ### 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

Claim Filed August 2nd



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

Qualifying Period					
<b>\$7000</b>	<b>\$4500</b>	<b>\$6000</b>	<b>\$4700</b>	<b>\$6000</b>	<b>Current Quarter</b>
Apr. May Jun.	Jul. Aug. Sep.	Oct. Nov. Dec.	Jan. Feb. Mar.	Apr. May Jun.	Jul. Aug. Sep.
393 hours	126 hours	291 hours	178 hours	291 hours	unreported

The qualifying period is the first four of the last five completed calendar quarters.

# Duration of Leave in a Claim Year



- Family Leave = 12 x typical workweek hours
- Medical Leave = 12 x typical workweek hours
- Combination = 16 x typical workweek hours
- w/ 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.

Other federal provisions are available that will cover similar and other COVID-19 related circumstances:

- **FFCRA – Expanded Paid Sick Leave, Emergency Family Leave Expansion Act.** Individuals need to talk to their employers about the leave offered in this provision: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
- **CARES - Pandemic Unemployment Assistance**  
[www.esd.wa.gov/unemployment/cares-act](http://www.esd.wa.gov/unemployment/cares-act)

# Paid Family and Medical Leave Site

Looking for answers on COVID-19 and Paid Leave? [Learn more.](#)

Washington  
**Paid Family & Medical Leave**

Individuals & Families | Employers | Healthcare providers | Self-employed opt-in | Español

**Here for you.**

Paid time off when you need it most. Learn about your new benefit.

[Get started](#)

**Here for your family.**

Take paid time off to care for a family member when they need you most.

[Get started](#)

**Here for your business.**

Paid time off keeps businesses healthy, too. Learn about your role.

[Get started](#)

**Here for your patients.**

By helping your patients access paid leave, you play a critical role.

[Get started](#)

[Paidleave.wa.gov](https://paidleave.wa.gov)

## How to take paid leave



### 1. Find out how paid leave works

Find out when you can take paid leave, how much time you can take off, how much pay you'll receive and more.



### 2. Get ready to apply

Use our step-by-step guide to get ready to apply for leave, whether you're applying for yourself or on behalf of someone else.



### 3. Apply

Get started on the application process—and make sure now is the right time to apply.

Should you apply now for Paid Family and Medical Leave? Answer these key questions before you start.

[Ready to apply? Start here.](#)



## ESD and Paid Family & Medical Leave



**esd.wa.gov**  
**paidleave.wa.gov**



**paidleave@esd.wa.gov**



**833-572-8400** – UI hotline ( 7a.m. to 4 p.m. Mon. – Sat.)

**833-318-6022** – Online weekly claims ( 7a.m. to 4 p.m. Mon. – Sat.)

**855-829-9243** – Employers

**833-717-2273** – PF&ML

# Helpful Web Pages for Employers and Workers



- **COVID-19 Page:** <https://esd.wa.gov/newsroom/covid-19>
- **FAQ For Businesses Page:** <https://esd.wa.gov/newsroom/covid-19-employer-information>
- **Strategies and Tips That Work:** <https://esd.wa.gov/unemployment/help>
  - Application checklist for **regular unemployment benefits:**  
[https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/Unemployment/COVID-19\\_Applications\\_CheckList.pdf](https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/Unemployment/COVID-19_Applications_CheckList.pdf)
  - Application checklist for **Pandemic Unemployment Assistance:**  
<https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/Unemployment/COVID-19-PUA-Applications-CheckList.pdf>
- **Handbook for Unemployed Workers:**  
<https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/Unemployment/ESD-Handbook-for-Unemployed-Workers.pdf>

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)
- Click on the circled link (the second option on the rotating main menu)

A screenshot of the Washington State Department of Labor &amp; Industries website. The page features a dark blue header with the L&amp;I logo and navigation links for Home, My L&amp;I: Sign In, and a search bar. Below the header is a horizontal menu with categories: Safety &amp; Health, Claims, Patient Care, Insurance, Workers' Rights, and Licensing &amp; Permits. The main content area has a blue background with a rotating carousel. The second carousel item is highlighted with a red rounded rectangle and contains the text "Coronavirus Resources" and "L&amp;I's coronavirus guidance: Answers to common questions" with a "LEARN MORE" link. Below the carousel are three buttons: "Verify a Contractor's or Tradesperson's License", "File a Quarterly Report" (pointed to by a red arrow), and "Create a Safety Program". On the right side, there is a "Sign In to My L&amp;I" form with fields for Username and Password, a "SIGN IN" button, and a "Sign Up" link. At the bottom, there is a search bar and a "Search For:" dropdown menu with options for "All" and "Forms &amp; Publications".

# 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





## General Workplace Requirements for COVID-19

### **Mandatory general requirements for all employers**

*(more detail provided on [L&I publication F-414-167-000](#))*

1. Social distancing (at least 6 feet apart or 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) on COVID-19 workplace hazards

# 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 **first quarter 2020** if qualifying businesses file on time and pay their premiums within 90 days
  - Similar opportunity for **second quarter** likely; watch L&I's website for updates
- 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

# Workers' Compensation Insurance Premiums



## Reported Employee Hours

### **If paying employees who aren't working:**

- You don't need to report non-working hours
- 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 instead
- Keep good records of both work and non-work hours



# 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)

# Federal Paid Sick Leave



## Families First Coronavirus Response Act - FFCRA

**Federal paid sick leave required for COVID-19 related purposes**  
*(provided as an FYI; L&I doesn't administer)*

- In addition to WA paid sick leave; not instead of
- Law effective 4/1/2020 through 12/31/2020
- 80 hours for full-time workers; prorated for part-time
- 100% tax credit through IRS payroll taxes
- See FFCRA at [www.dol.gov](http://www.dol.gov) for more information

# COVID-19 Related Resources



- [LNI.wa.gov](https://lmi.wa.gov) – Coronavirus page
- [LNI.wa.gov/smallbusiness](https://lmi.wa.gov/smallbusiness)
- Email: [smallbusiness@LNI.wa.gov](mailto:smallbusiness@lmi.wa.gov)
- Phone: 800-987-0145

A screenshot of the Washington State Department of Labor &amp; Industries website. The header includes a language menu with options for English, Español, and several Asian languages. The main navigation bar lists categories like Safety &amp; Health, Claims, Patient Care, Insurance, Workers' Rights, and Licensing &amp; Permits. A prominent banner features the text "Coronavirus Resources" and "L&amp;I's coronavirus guidance: Answers to common questions" with a "LEARN MORE" link. To the right is a "Sign In to My L&amp;I" form with fields for Username and Password, and a "SIGN IN" button. Below the banner are three buttons: "Verify a Contractor's or Tradesperson's License", "File a Quarterly Report", and "Create a Safety Program". At the bottom, there is a search bar and a "Search For:" dropdown menu with options for "All" and "Forms &amp; Publications".



# Small Business Requirements and Resources: Business Relief

- Washington State Department of Revenue
- Customer Experience Team



# COVID-19 Online Resources



**COVID-19 Pandemic**  
**Business Relief:** Revenue is ready to do everything it can to help "businesses stay in business." [Learn more.](#)  
**Fraud Awareness:** Updates on COVID-19 related scams and how to protect your confidential information. [Learn more.](#)  
Alivio para los negocios durante la pandemia de COVID-19 | COVID-19 Aumento de estafas para los contribuyentes

Department of Revenue Washington State

Laws & rules Careers Contact About [Log in](#)

Search dor.wa.gov

Home Open a business Manage a business Taxes 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](#)  
[Renew a reseller permit](#)

**Coronavirus response**  
Access the latest information related to Washington's response to the COVID-19 pandemic at [coronavirus.wa.gov](#).

**Important!**  
Visit [business.wa.gov](#) to find resources that can help businesses impacted by COVID-19. [Learn more.](#)

**Businesses**  
Open a business  
Get or renew a business license  
File a return

**Tax professionals**  
Find a law or rule  
Get a binding ruling  
Learn about voluntary disclosure

**General public**  
Apply for a sales tax refund  
Claim your cash or property  
Learn about property tax



# Office and Workload Impacts



- Offices remain closed to the public.
- Phone or live chat M-F, 8am-5pm, **360-705-6705**
- [dor.wa.gov/ContactUs](https://dor.wa.gov/ContactUs)
- *Always available: Website and My DOR*

## Processing backlogs 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

- Extensions must be requested **before** due date.
- Extensions **only** postpone payment due date.
- File tax returns even if you are unable to pay.
- Returns filed **and paid** by due date (or extension date) will not incur interest or penalties.
  - Penalties are applied the day following the due date.
  - Interest is accrued daily on unpaid balances.

2020

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## Outstanding Balances

- Interest waived February 29 through May 31

# Tax Return Extended Due Dates



## Annual 2019 Return

- April 15 due date **extended to June 15**

## Quarter 1, 2020

- April 30 due date **extended to June 30**

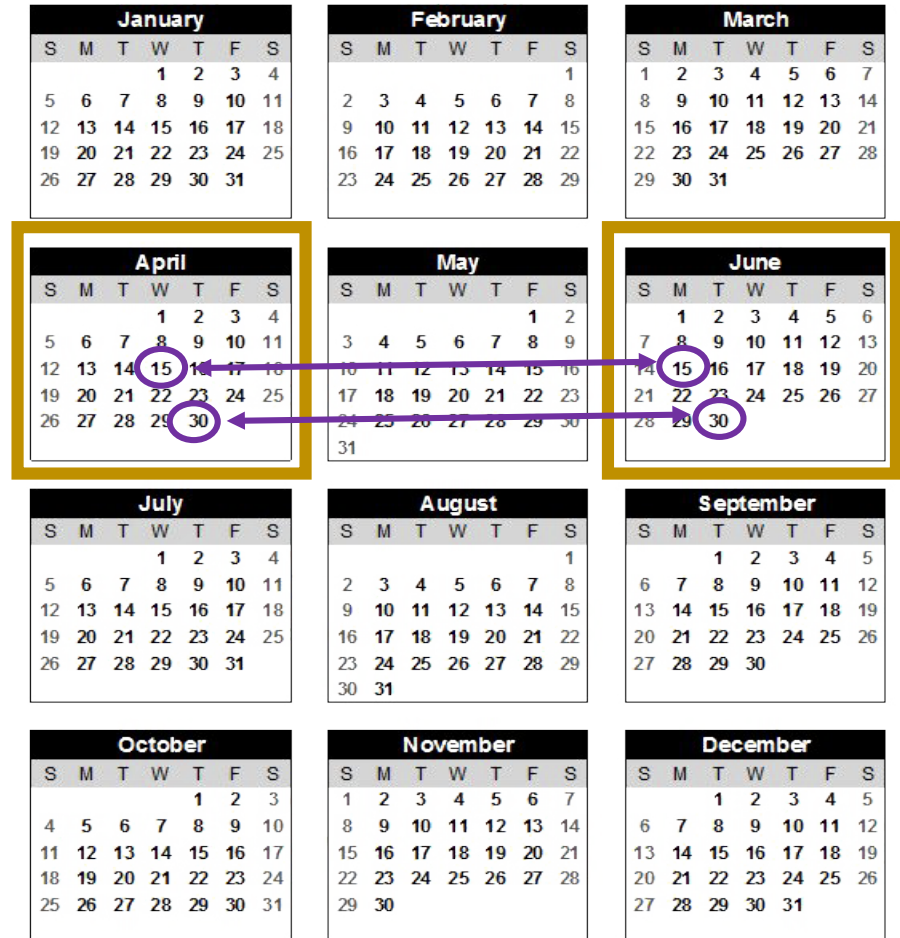
## Quarter 2, 2020

- July 30 due date **not extended**

## Monthly

- 25th of the following month (**no change**)

# 2020



# Licenses and Endorsements



## License Renewals

- We do not have authority to extend your business license expiration dates

However...

- We are waiving business license delinquency fees on late renewals.

## 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](http://dor.wa.gov/StateEndorsement)
  - [dor.wa.gov/CityEndorsement](http://dor.wa.gov/CityEndorsement)





## Estate Taxes

- Estate Tax team **360-534-1503**
- [dor.wa.gov/EstateTax](https://dor.wa.gov/EstateTax)

## Property Tax

- Contact local county Treasurer's office
- [dor.wa.gov/CountyContacts](https://dor.wa.gov/CountyContacts)

A screenshot of the Washington State Department of Revenue website. The page title is "County assessor and treasurer websites". A note states: "Note: Property tax is administered by local governments. County assessors value and assess the tax and county treasurers collect it. For questions about paying your property tax or your property valuation, please contact your local county officials." Below the note is a table with three columns: "County", "Assessor", and "Treasurer". The table lists 11 counties: ADAMS, ASOTIN, BENTON, CHELAN, CLALLAM, CLARK, COLUMBIA, COWLITZ, DOUGLAS, FERRY, and FRANKLIN. Each county has a link to its assessor website and a link to its treasurer website.

County	Assessor	Treasurer
ADAMS	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
ASOTIN	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
BENTON	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
CHELAN	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
CLALLAM	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
CLARK	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
COLUMBIA	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
COWLITZ	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
DOUGLAS	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
FERRY	<a href="#">Assessor</a>	<a href="#">Treasurer</a>
FRANKLIN	<a href="#">Assessor</a>	<a href="#">Treasurer</a>

# New Tax Guidance



- Additional information for restaurants
  - Sales of meals to:
    - Red Cross and US Govt.
    - First responders
    - State and local governments
  - Providing free meals
  - Curbside and delivery sales
  - Sales of uncooked meal kits
- Sales of alcohol for sanitizing purposes
- Curbside and delivery sales of spirits
- [Dor.wa.gov/taxrelief](https://dor.wa.gov/taxrelief)

# Additional Online Resources



## Business Relief During COVID-19 Pandemic

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

#### Our offices are temporarily closed

While our offices are temporarily closed to adhere to social distancing requirements, our team is working remotely and ready to serve you. Most in-person services provided at DOR offices are available online and we encourage businesses to take advantage of these services for faster processing. 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, posting payments to accounts that are made by check or money order, petitions or request for administrative review, and acknowledgment of any legal documents.

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

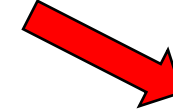
*Updated May 5, 2020*

Revenue is taking the following measures to provide relief to COVID-19 impacted businesses during the state of emergency (February 29, 2020, through the end of the state of emergency, yet to be determined). These actions address a broad range of taxes and programs: business and occupation tax, real estate excise tax assessments, leasehold excise tax, and forest tax. Check back for updates.

#### What if I am unable to pay my monthly, quarterly or annual return?

For businesses negatively impacted by the COVID-19 Pandemic, if an extension has not already been granted, a one-time extension may be available upon request. We request that all businesses still **file** their returns by their original due date, even if they are unable to pay.

Businesses may request a one-time extension for paying tax returns prior to the due date by sending a secure email in your [My DOR account](#) or by calling Revenue's customer service team at 360-705-



#### Additional resources

##### WA State relief

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

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

##### Federal relief

[IRS: Corona Tax Relief and  
Economic Impact Payments](#)

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

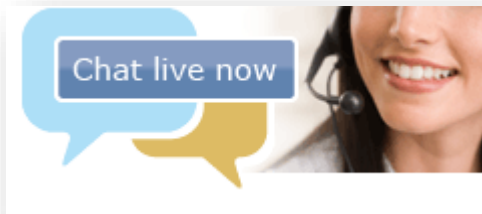
##### Guidance for COVID- related temporary business activities

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

[Sales of alcohol for sanitizing  
purposes](#)

[Curbside and delivery sales of  
spirits](#)

- Telephone Information Center
  - Excise Tax **360-705-6705**
  - Business License **360-705-6741**
  - Live Chat at [dor.wa.gov/contactus](https://dor.wa.gov/contactus)
- [DORCommunications@dor.wa.gov](mailto:DORCommunications@dor.wa.gov)
- My DOR secure messaging
- [dor.wa.gov/ContactUs](https://dor.wa.gov/ContactUs)



## Contact

All offices are temporarily closed. All of the in-person services provided at DOR offices are available online and our call center agents are ready to assist by phone or chat.

### Live chat



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

### Hours

Monday through Friday from 8 a.m. to 5 p.m.  
Closed on [holidays](#).

### Main numbers

360-705-6741 Business licensing  
360-705-6705 Tax assistance  
360-704-5900 Remote sales and consumer use tax

### 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>
<a href="#">Richland</a>	<a href="#">Wenatchee</a>
<a href="#">Seattle</a>	<a href="#">Yakima</a>



# Department of Enterprise Services

- **Shana Barehand:** [shana.barehand@des.wa.gov](mailto:shana.barehand@des.wa.gov)
- <https://des.wa.gov/business>
- <https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>
- <http://fiscal.wa.gov/Checkbook.aspx>
- <https://data.wa.gov/>
- 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.



# How to do Business with Washington State



Washington State Department of Enterprise Services and the Office of Minority and Women's Business Enterprises (OMWBE) will be presenting on **How to do Business with Washington State.**

## We will cover:

- Department of Enterprise Services programs
- Washington State recognized certifications and self-identification
- Benefits of becoming OMWBE certified
- Methods the state uses for contracting and purchasing
- First steps to working with Washington State

## Live Webinar May 12



## How to do Business with Washington State

LIVE WEBINAR

Tuesday | May 12

9:00AM

Register to attend  
<https://bit.ly/Tabor100DES>

*Make sure to register for the meeting, then a calendar meeting invite will be sent to you.*

**[Register for Virtual Meeting](#)**



## Food Safety Program

Provide technical assistance, training, and education to:

- Local health departments
- Industry
- Hunger relief organizations
- Other state agencies
- The public

Food safety rule development

- Work with State Board of Health and stakeholders

# COVID-19 and Food Safety



- Coronavirus not spread through food
- Stay Home, Stay Healthy ID'd essential businesses
  - Grocery stores
  - Restaurant carry-out and delivery
- LOTS of questions regarding safety at these facilities
  - Physical distancing
  - Face coverings
  - Cleaning and sanitizing
  - What is essential
  - Food rescue

# Reopening Guidance



Food establishments that closed kitchen or dining areas should **consider the following things when reopening:**

- Make sure utilities are working
- Flush water and all plumbed food equipment following established guidelines
- Assess and discard food that is no longer safe

# Reopening Guidance



(Continued)

Food establishments that closed kitchen or dining areas should **consider the following things when reopening:**

- Check that all equipment is functioning properly and maintaining proper temperatures
- Wash, rinse, and sanitize all food contact surfaces
- Clean and sanitize dining area



# Operating During Phased Approach



## **Plan for how your business could implement the following:**

- Screen employees for symptoms of COVID-19, to include presence of fever
- Train workers on symptoms of COVID-19 illness and on required hand hygiene
- Ensure handwashing sinks are stocked and antimicrobial hand gel is available

# Operating During Phased Approach



(Continued)

## **Plan for how your business could implement the following:**

- 6 feet of distance between employees in back and front of house
- Cloth facial coverings for employees unable to have physical distancing
- Stagger work schedules as possible to reduce employee contact with each other

# Reopening Guidance



## **Plan for how your business could implement the following:**

- Discontinue reusable menus or thoroughly disinfect after each use
- Clean and disinfect touchpoints frequently
  - Including all surfaces at each table turning
- Remove as many self-service condiment dispensers from tables or shared areas as possible
- Not have self-service food bars
  - When allowed will have more controls

# Reopening Guidance



(Continued)

## **Plan for how your business could implement the following:**

- Ensure dining groups are seated at least 6 feet apart
  - Remove or block extra seating
- Use reservations or other metering system to meet capacity allowances
- Utilize contactless payment systems, automated ordering and mobile pay
- Disinfect all touchpads after each use

# COVID-19 Information and Resources



## DOH Webpage

[www.doh.wa.gov/Emergencies/Coronavirus](http://www.doh.wa.gov/Emergencies/Coronavirus)  
Resources and Recommendations

## Local Health Departments

[www.doh.wa.gov/foodsafetycontact](http://www.doh.wa.gov/foodsafetycontact)

## DOH Information by Phone

1-800-525-0127





# SBRR

## Outreach Update:

### Bottom-Up Economic Recovery

**Michael Ervick**

Small Business Liaison,  
Governor's Office  
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?



	Employ	Formed		Under- developed		Going Concerns	
Self Employed - Solo	0 - 0	270,991	20.76%	244,015	25.19%	26,976	8.02%
Micro	0 - 10	1,219,900	93.46%	929,480	95.95%	290,420	86.29%
Mini	0 - 20	1,265,231	96.93%	952,298	98.30%	312,933	92.98%
International - Small	0 - 50	1,292,238	99.00%	964,512	99.56%	327,726	97.37%
International - Medium	0 - 250	1,303,934	99.89%	968,438	99.97%	335,496	99.68%
Federal SBA - Small	0 - 500	1,304,732	99.95%	968,630	99.99%	336,102	99.86%
Large	> 500	597	0.05%	132	0.01%	465	0.14%
Total Businesses		1,305,329		968,762		336,567	

# Outreach to City Partners



BUSINESS.WA.GOV | Small Business Guidance

Linking entrepreneurs  
Washington state res

Our service is **free** and v

The Paycheck Prote

Small business succes  
Start Wo

▼ Garfield County			
▼ Grant County			
▼ Grays Harbor County			
▼ Island County			
▼ Jefferson County			
▲ King County			
Algona	Auburn	Beaux Arts Village	Bellevue
Black Diamond	Bothell	Burien	Carnation
Clyde Hill	Covington	✓ Des Moines	Duvall
Enumclaw	Federal Way	Hunts Point	Issaquah
Kenmore	✓ Kent	Kirkland	Lake Forest Park
Maple Valley	Medina	Mercer Island	✓ Milton
Newcastle	Normandy Park	North Bend	Pacific
Redmond	Renton	Sammamish	SeaTac
Seattle	Shoreline	Skykomish	Snoqualmie
Tukwila	Unincorporated King...	Woodinville	Yarrow Point
▼ Kitsap County			
▼ Kittitas County			
▼ Klickitat County			
▼ Lewis County			
▼ Lincoln County			
▼ Mason County			
▼ Okanogan County			
▼ Pacific County			

Your Cities ▾ search menu

## 9 Loans and Grants

Information on WA Small Business Emergency Grants  
loans and lenders.  
n more →

## 9 Business Resources

Federal, state, and local resources that will support your  
n the COVID-19 crisis.  
n more →

Live Support Chat

Live Support

Are you having trouble finding something? Perhaps I can help.

Type your message here and hit enter to send...

# Strategy Assumptions



- Boost Current Pandemic Operation
- Pandemic Waves (2 to 3) (October 2020 to June 2021)
- Isolated Pockets of Viral Activity
- Post Pandemic Caution (Social Distancing)
- Prolonged Unemployment (4 year recovery)
- Other Economic Events (Rebuilding Economic Resiliency)

# Building a Recovery Strategy



- Federal
- Multi-State
- Infrastructure



- Smart Growth
- Economic Gardening
- Telework / Gig Work
- Community Collaboration
- Neighborhood Digital Marketplace

- City / Chamber
- Local Business
- SBA / SBDC / SCORE
- NGO's
- Civic Groups

# Lessons Learned – 2008 & 2019



The Small Business Ecosystem – a.k.a. the Economic Garden provides the stem cells for all economic development and serves as an economic safety net for local communities.

To improve our economic resiliency we need to leverage technology to strengthen the safety net and increase the ability of local business to serve consumers in local markets.





# Big Four Bottom-Up Ideas

All layers of government need to collaborate, support & resource:

- “Buy Local” - Multi-vendor E-commerce Marketplace Platform
- Statewide Small B2B Service Marketplace
- Assessments and Development of Capabilities and Skills
- Increase Access to Government Contracts



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**

# Contact Summary



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**Telephone Information Center**  
**360-705-6705**



**Shana Barehand**

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



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



**Michael Ervick (ORIA)**

**[michael.ervick@gov.wa.gov](mailto:michael.ervick@gov.wa.gov) / 360-725-2663**

# Thank you

