



*In an effort to provide you relevant and timely information and keep you up to date during the corona virus outbreak, the Economic Development Office will be sending a weekly bulletin. We will focus on information regarding business resources and support from various government agencies.*

**COVID-19  
BUSINESS INFO SERIES**  
Local, State, and Federal Information and Resources for Your Business  
Every Monday, Wednesday, and Friday at 11am

Broadcast Hosts:

Thank you to our sponsors:

**UPdates for April 17, 2020**

## **Latest News on SBA Loan Programs**

The Small Business Administration has announced that it is unable to accept new applications at this time for the Paycheck Protection Program or the Economic Injury Disaster Loan (EIDL)-COVID-19 related assistance program (including EIDL Advances) based on available appropriations funding. EIDL applicants who have already submitted their applications will continue to be processed on a first-come, first-served basis. The SBA has **appealed to Congress for additional funds.**

To learn more about other relief options available for small businesses, **click here** and visit the **SBA Coronavirus page** for new information.



**A message from University Place Mayor Caroline Belleci**

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## **Department of Labor & Industries General Guidance for Businesses**

If your business has been deemed essential and able to remain open under Governor Inslee's "Stay Healthy, Stay Home" order, be sure to reference this **fact sheet** for important information about safety and health requirements during the coronavirus outbreak. This information reflects the guidance given to the Department's Safety & Health compliance inspectors.

## **Employee Rights Amid the Covid-19 Outbreak**

The State of Washington Human Rights Commission has compiled a list of **frequently asked questions** regarding employee rights under the Washington State Law Against Discrimination, including for anyone who tested positive for Covid-19. The commission also provides **guidance for employers** on this critical topic.

## **Support Your Employees**

The State of Washington Employment Security Department recommends employers and their employees follow several steps to be prepared for the months ahead:

1. **Consider SharedWork:** If you are able to reduce staff hours in lieu of layoffs, consider SharedWork. This program allows you to reduce staff hours by 10 to 50 percent and have Unemployment Insurance provide

partial wage replacement against those reduced hours. [Learn more and apply here](#). In addition to the Unemployment Insurance weekly benefit, those staff members will be able to receive the additional \$600 weekly benefit provided by the federal CARES Act through the end of July. The CARES Act covers 100% of the costs so it won't impact your experience rating.

2. Prepare your staff: If you must lay off staff, the Employment Security Department's [resource center](#) offers a template to use for notifying employees who are eligible for unemployment benefits as well as employee webinars and enrollment tutorials. If you have 250 or more impacted employees and need help customizing your message with frequently asked questions, [contact the department](#) directly for assistance.

3. Take Action Now: The Department recommends everyone complete these steps:

- Stay up to date. Sign up for [ESD's Covid-19 alerts](#) to get updated information and instructions.
- Check Eligibility. Employees can learn more about their eligibility and when to apply for benefits using the [eligibility checker](#). Those who are eligible for regular unemployment should apply now. Those who are newly eligible should wait until after April 18.
- Get ready to apply. [Download the application checklist](#).
- Set up an account. The [tutorial video](#) shows how to set up an account correctly. It is nine minutes long but will likely save a lot of time.

Visit the Department's [website](#) and special Covid-19 page for all the latest information for employees and businesses.

## Business Climate Survey Results

Although we received only 25 responses to our Business Climate Survey (out of a possible 491), we understand that many businesses are facing pressing issues that took priority over completing the survey.

Of those who did respond, 60% (or 15) are still open, with several having adjusted their hours to accommodate for social distancing requirements by working split shifts or by having employees work from home (particularly professional services businesses).

A list of all known open businesses in U.P. will be published next week.

## City of U.P. Business Resources Page

Don't forget you can also get updated information on a number of resources available to businesses in University Place by visiting the special [COVID-19 Business Resources page](#) on the City's website.

***Out of concern for your health and the health of our staff, the City of University Place is conducting business on-line and by phone at 253.566.5656. Currently, we plan on operating in this manner for the foreseeable future. Please keep checking our website at [www.CityofUP.com](http://www.CityofUP.com) for up to date information.***

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