TOOLKIT FOR WEST HOLLYWOOD BUSINESSES

ASSISTING SMALL BUSINESSES AFFECTED BY COVID-19

City of West Hollywood
California 1984

LAST UPDATED APRIL 3, 2020
Business Toolkit

STAY INFORMED [1-3]
PLAN AND PREPARE [4-7]
BENEFITS [8-12]

#WEHOSTRONG @WEHOCITY
STAY INFORMED [1]

COMPREHENSIVE MEDICAL HEALTH INFORMATION

California Department of Public Health
CDPH.ca.gov

County of L.A. Department of Public Health
PublicHealth.lacounty.gov

U.S. Centers for Disease Control
CDC.gov

World Health Organization
WHO.int

EMOTIONAL WELLNESS INFORMATION

Coping With Stress During an Outbreak of Infectious Disease
PublicHealth.lacounty.gov

Addressing Loneliness During Social Distancing
AHIP.org

Combat Stigma and Discrimination
CDC.gov

Consumer Cost-Sharing Waived for Testing of COVID-19
Insurance.ca.gov
STAY INFORMED [2]

REAL-TIME POLICY CHANGES

CITY
City of West Hollywood Coronavirus Updates
www.weho.org/coronavirus

COUNTY
County Board of Supervisors: BOS.lacounty.gov
LA County Department of Public Health: PublicHealth.lacounty.gov

STATE
Office of the Governor: Gov.ca.gov
California Department of Public Health: CDPH.ca.gov

FEDERAL
Office of the President: WhiteHouse.gov
Health and Human Services: HHS.gov
Federal Emergency Management Agency: FEMA.gov
<table>
<thead>
<tr>
<th>U.S. Department of Labor</th>
<th>California Department of Labor</th>
<th>California Labor Commissioner's Office</th>
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<tr>
<td>DOL.gov</td>
<td>Labor.ca.gov</td>
<td>DIR.ca.gov</td>
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<td>U.S. Small Business Administration</td>
<td>Governor's Office of Business + Econ. Development</td>
<td>LA County Dep't of Consumer + Business Affairs</td>
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<td></td>
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<td>CITY OF WEST HOLLYWOOD</td>
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<td><a href="http://www.weho.org/coronavirus">www.weho.org/coronavirus</a></td>
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PRIORITYIZE + ORGANIZE

☐ Clarify essential job functions, eliminate redundancies, and cross-train personnel to perform essential functions if key staff members are absent.

☐ Revisit your business plan. Consider alternative business models, rebalance your sales and expense projections, adjust operations, while identifying various recovery and contingency options. Create a business continuity plan if you don’t already have one and an infectious disease outbreak plan.

☐ Gather corporate documents, both in hardcopy and electronic formats. These might include corporate formation documents, lease and legal agreements, licenses and permits, insurance policies, financial statements, and tax records, among others.

☐ Review insurance policies, particularly business interruption insurance, and file claims as appropriate.
MAKE NECESSARY ADJUSTMENTS

- Closely track inventory to avoid any interruption in your supply chain.

- Consider using teleconferencing, videoconferencing, live streaming, and e-commerce solutions. Implement pick up, delivery and curbside services where possible.

- Cancel and postpone events and meetings, as necessary, and adjust travel and transportation plans as needed. Offer information about safety practices of public transportation with those who may be concerned.
MAINTAIN COMMUNICATION WITH KEY STAKEHOLDERS

☐ Be the first to open the lines of communication and continue to convey your plans and request assistance, as appropriate.

☐ Ensure that employees are well informed about health and job considerations.

☐ Let customers know about any changes in services or schedules and let them know how they can continue to patronize your business.

☐ Review expectations with suppliers and contractors and diversify your base of vendors, as needed.

☐ Dialogue with your landlord, lender(s), and investors to discuss mutually-beneficial options.

☐ Reach out to professional advisors such as your attorney, accountant, bookkeeper, and insurance professionals for advice and assistance.
**EMERGENCY RESPONSE CHECKLIST**

**HEALTH AND WELLNESS**
- Practice and post hygiene measures
- Access health information as necessary
- Consider emotional wellness
- Contain sickness if it occurs

**BUSINESS RESILIENCY**
- Get organized
- Engage:
  - Employees
  - Customers
  - Landlord
  - Lender(s)
  - Suppliers/Contractors
- Access employee benefits

**BUSINESS ASSISTANCE**
- Consider Government Assistance including:
  - Business consulting and loan packaging
  - Loans and loan guarantees
  - Layoff aversion
  - Post-layoff transition
  - City Services

**STAY INFORMED ABOUT POLICY CHANGES**
- Federal
- State
- County
- City
## BENEFITS FOR BUSINESSES

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<tr>
<td>CARES ACT PAYCHECK PROTECTION PROGRAM (PPP)</td>
<td>If you are unable to pay your staff (payroll) or essentials (rent, utilities, interest)</td>
<td>Low interest loans that if used for payroll and essential business expenses, over an 8 week period could be completely forgiven</td>
<td>Loans up to $10 million or 2.5x average monthly payroll costs from prior year.</td>
<td>Please visit SBA.gov</td>
<td>Paycheck Protection Program Application</td>
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<td>SBA ECONOMIC INJURY DISASTER ASSISTANCE</td>
<td>If you are in need of economic support to help overcome the temporary loss of revenue</td>
<td>Low interest disaster loans to help business recover from declared disasters</td>
<td>Loans up to $2 million in assistance. The interest rate is 3.75% for small businesses.</td>
<td>Please visit SBA.gov</td>
<td>SBA Disaster Loan Application</td>
</tr>
<tr>
<td>SBA EXPRESS BRIDGE LOAN PROGRAM</td>
<td>If you are in need of immediate economic assistance while waiting on long-term financing</td>
<td>Provides express financing to help small businesses recover from COVID-19</td>
<td>The maximum gross loan amount is $25,000.</td>
<td>Please visit SBA.gov</td>
<td>Express Bridge Loan Program Guide</td>
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<td><strong>JEWISH FREE LOAN PROGRAM</strong></td>
<td>If you are a business or individual with urgent financial needs</td>
<td>interest-free loans on a nonsectarian basis to those affected by Coronavirus</td>
<td>Loans up to $10,000 can be turned around in a matter of days. No fees. No interest.</td>
<td>Please visit JFLA.org</td>
<td>JFLA Pre-Loan Application</td>
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<td><strong>CA IBANK DISASTER RELIEF LOAN GUARANTEE PROGRAM</strong></td>
<td>If your business has capital access barriers in light of a declared disaster</td>
<td>Provides loan guarantees and direct loans for small businesses</td>
<td>Loans up to $20 mil; max guarantee $1 mil, guaranteed up to 7 years (term can be longer); and guarantees up to 80-95% of loan.</td>
<td>Please visit iBank.ca.gov</td>
<td>Please visit PCR Small Business Development Corporation</td>
</tr>
<tr>
<td><strong>CA IBANK JUMPSTART LOAN PROGRAM</strong></td>
<td>If you are a low-to moderate income (LMI) business owner or operate a business in a LMI community</td>
<td>Provides microloans, technical assistance and financial literacy training.</td>
<td>Loan amounts range from $500 to $10,000. Term up to 5 years, fully amortized.</td>
<td>Please visit iBank.ca.gov</td>
<td>Please visit iBank.ca.gov to apply</td>
</tr>
<tr>
<td><strong>CALED WORK SHARING PROGRAM</strong></td>
<td>If business interruption or slowdowns are causing you to consider layoffs</td>
<td>Business assistance to employees and employers</td>
<td>Full-time employees receive UI benefits, keep current job, and avoid financial hardships</td>
<td>Please visit EDD.ca.gov</td>
<td>Work Sharing Unemployment Insurance Plan Application</td>
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<td>LA ECONOMIC DEVELOPMENT CORPORATION LAYOFF AVERSION PROGRAM</td>
<td>If you would like to prevent layoffs by attaining confidential consulting</td>
<td>Confidential consulting for businesses at no cost, with no obligation.</td>
<td>Identify incentives and resources that can save you money, assistance with access to financing, and more.</td>
<td>Please visit LAEDC.org</td>
<td>Call (888)4-LAEDC-1 or email <a href="mailto:bap@laedc.org">bap@laedc.org</a></td>
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<td>COUNTY OF L.A. PROTECTION FROM PRICE GOUGING</td>
<td>To protect consumers and businesses from exorbitant price increases during a disaster</td>
<td>Prevents businesses from increasing the price of goods and services more than 10% for 30 days in most cases. This protection extends for 180 days for any contractor-related services.</td>
<td>Provides protections for consumers with a penalty of $10,000 fine, one year in jail, or both for offenders.</td>
<td>Please visit dcba.lacounty.gov</td>
<td>Save your receipts and call 800-593-8222</td>
</tr>
<tr>
<td>L.A. COUNTY AJCC RAPID RESPONSE PROGRAM</td>
<td>If you are facing layoffs or downsizing and in need of guidance through this transition</td>
<td>Assists in reducing the impact for workers facing layoffs and the stress among remaining workers.</td>
<td>On-site services and resources to support management and help displaced workers transition to new careers at no cost to the employer.</td>
<td>Please visit jvs-socal.org</td>
<td>Contact Kyndra Kinnard at (818) 267-7775 or email <a href="mailto:kkinnard@jvssoca.org">kkinnard@jvssoca.org</a></td>
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<td>CA EMPLOYMENT DEVELOPMENT DEPT WORKER ADJUSTMENT &amp; RE-TRAINING NOTIFICATION</td>
<td>To protect employees by requiring that employers give a 60- day notice to the affected employees</td>
<td>An employer that fails to provide notice is subject to a civil penalty not to exceed $500 for each day of violation.</td>
<td>Rapid Response Teams to assist employers and workers during a mass layoff or plant closing.</td>
<td>Please visit EDD.ca.gov</td>
<td>Email <a href="mailto:eddwarnnotice@edc.ca.gov">eddwarnnotice@edc.ca.gov</a></td>
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# Benefits for Workers

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<td><strong>Disability Insurance</strong></td>
<td>If you’re unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)</td>
<td>Short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy</td>
<td>Approximately 60-70% of wages (depending on income): ranges from $50 - $1,300 a week for up to 52 weeks</td>
<td>Learn more about your eligibility at EDD.ca.gov</td>
<td><a href="#">File a Disability Insurance Claim</a></td>
</tr>
<tr>
<td><strong>Paid Family Leave</strong></td>
<td>If you’re unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional)</td>
<td>Up to 6 weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.</td>
<td>Approximately 60-70% of wages (depending on income): ranges from $50 - $1,300 a week for up to 6 weeks</td>
<td>Learn more about your eligibility at EDD.ca.gov</td>
<td><a href="#">File a Paid Family Leave Claim</a></td>
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<td><strong>Unemployment Insurance</strong></td>
<td>If you have lost your job or have had your hours reduced for reasons related to COVID-19</td>
<td>Partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own.</td>
<td>Range from $40-$450 per week for up to 26 weeks.</td>
<td>Learn more about your eligibility at EDD.ca.gov</td>
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<td>PAID SICK LEAVE</td>
<td>If you or a family member are sick or for preventative care when civil authorities recommend quarantine</td>
<td>The leave you have accumulated or your employer has provided to you under the Paid Sick Leave law.</td>
<td>Paid to you at your regular rate of pay or an average based on the past 90 days.</td>
<td>Learn more about your eligibility at EDD.ca.gov</td>
<td>If accrued, sick leave is denied, file a Wage Claim.</td>
</tr>
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<td>WORKERS’ COMPENSATION</td>
<td>If you are unable to do your usual job because you were exposed to and contracted COVID-19 during the regular course of your work</td>
<td>Benefits include temporary disability (TD) payments, which begin when your doctor says you can’t do your usual work for more than 3 days, or you are hospitalized overnight. You may be entitled to TD for up to 104 weeks.</td>
<td>TD generally pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law.</td>
<td>Learn more about your eligibility at EDD.ca.gov</td>
<td>File a Workers’ Compensation Claim</td>
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