



UC San Diego

COVID-19 Small Business Outreach Project

EMPLOYER TOOLKIT

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SMALL BUSINESS COVID-19 TOOLKIT

Thank you for your interest in our **Small Business COVID-19** toolkit for employers. The UCSD COVID Business Outreach Program is a team of volunteers committed to providing material that supports the public during the Coronavirus pandemic.

This toolkit provides information, checklists and graphics to help:

- Learn more about COVID-19
- Implement on-site safety measures in your business, including employee health screening and social distancing
- Review your business's compliance to federal, state, and county guidelines

The toolkit and its materials are based on recommendations from the CDC, San Diego Public Health Services, and other reputable health information organizations. The information provided in the toolkit does not replace legal or medical advice. If you or an employee is a contact of someone with COVID-19, experiencing any symptoms of COVID-19, or has been tested for COVID-19, please contact a healthcare provider or call 2-1-1.

If you have additional questions, contact the resources below.

San Diego County Business Resources

General questions and resources: **COVID-Business@sdcounty.ca.gov**

Reopening questions: **COVID19BusinessQuestions@sdcounty.ca.gov**

2-1-1 San Diego: A free 24 hour confidential phone service

Phone: 2-1-1

<https://211sandiego.org/>

Contact the UCSD Business Outreach Program

Email: CoRespond.Business@gmail.com

Phone: 619-335-5882

www.UCSDBusinessOutreach.org

CORONAVIRUS DISEASE 2019

(COVID-19)



STAY CONNECTED

Support for Businesses and Employers

Stay connected during the Coronavirus (COVID-19) public health pandemic.

The resources below will help you stay up-to-date on all COVID-19 related issues as they emerge.

Here are the ways you can stay connected!



Coronavirus-SD.com/Business

Our Businesses and Employers page offers updated information about announcements, updates, communications, financial resources, and more for sector-specific support. Please regularly review this webpage to make sure your business is well prepared during the reopening phases of the statewide stay-at-home order.

For general questions and resources, please email: COVID-Business@sdcounty.ca.gov



Business Telebriefings: Every 2nd & 4th Wednesday | 9:30 AM

Join us for telebriefings to hear the latest updates on COVID-19 and reopening efforts in San Diego County. *Frequency of telebriefings are subject to change. Please check the page above for updates.*

How to Participate:

Option 1—Computer (*preferred*): Visit the following link: <https://zoom.us/j/157409037> using your computer.
Meeting ID: 157 409 037.

Option 2—Phone (*listen-in only*): Call into the meeting using this number: 1 (669) 900-6833 or 1 (346) 248-7799.
Meeting ID: 157 409 037.

We encourage you to submit your questions 24 hours before the telebriefing at: <https://bit.ly/35FbNeo>



Safe Reopening Plan & Restaurant Info

Businesses will need to complete and post their [Safe Reopening Plan](#). Restaurants/Food Facilities will need to complete and post their [Restaurant Operating Protocol](#). These resources are available at [Coronavirus-SD.com/Business](#). The County will not require approval for this plan. Essential businesses already operating do not need to submit a new plan.

For reopening questions, please email: COVID19BusinessQuestions@sdcounty.ca.gov



Email Updates

Businesses and Employers can sign up for weekly email updates at <https://bit.ly/3dmplJ5>.

Media Briefing

Effective June 17, 2020, updates will be streamed LIVE Monday and Wednesday at 2:30 PM on the County's [Facebook](#), [Instagram](#), and [Twitter](#) accounts.

For latest updates, visit:

www.coronavirus-sd.com



CORONAVIRUS DISEASE 2019 (COVID-19)



Business Referral Guidelines

Quick Guide for the Business Community

COVID-Business@sdcounty.ca.gov

The Business Sector is here to help with:



Resources for small business loans, Disaster Assistance in response to COVID-19 and Economic Injury Disaster Loan Program Information.



Get connected to sector video telebriefing every 2nd and 4th Wednesdays.



Request resource materials: posters, flyers, informational cards, and brochures. Materials are available in multiple languages



Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus.

Other Helpful Resources

- For Safe Reopening and Blueprint for Safer Economy questions, email:
COVID19BusinessQuestions@sdcounty.ca.gov.
- To report businesses or organizations that are open and have been ordered to close, or otherwise not following health order, contact the Health Compliance Call Center: **(858) 694-2900** or email:
SafeReopeningComplianceTeam@sdcounty.ca.gov
- For questions concerning COVID-19 Guidance for Food Facilities, contact Department of Environmental Health (DEH), Food and Housing Duty Specialist. Call **(858) 505- 6900** or email: fh dutyeh@sdcounty.ca.gov
- For County coordinated free testing sites or receive test results, call **2-1-1** to speak to the COVID-19 Nurse Help Line.
- Questions concerning if an individual is eligible for Unemployment Insurance Benefit (UIB) can be directed to the ASK EDD online assistance:
askedd.edd.ca.gov
- Access the Small Business COVID-19 Safety toolkit for employers and employees created by UCSD to help businesses and employees stay safe. Contact the UCSD Business Outreach Program for FREE consultation to go over the toolkits.
www.UCSDBusinessOutreach.org
Email: CoRespond.Business@gmail.com
Phone: **619-335-5882**

For latest updates, visit:

www.coronavirus-sd.com



Five Key Points

1.	Safety requirements: state, county, local (p. 5)
2.	Know what to do if an employee has symptoms of COVID-19 (p. 9)
3.	Guarantee paid sick and family leave for COVID-19 and apply for tax credit reimbursement (p. 11)
4.	Flu and COVID-19 vaccines (p. 14)
5.	Tips from other small businesses (p. 15)

1. Safety Requirements

STATE REQUIREMENTS

Cal/OSHA requires most employers to develop a **written COVID-19 Prevention Program** that includes **employee training**. For more information, see “What Employers Need to Know” on p. 6

Download Cal/OSHA’s COVID-19 Prevention Program template:
[https://www.dir.ca.gov/dosh/dosh_publications/ CPP.doc](https://www.dir.ca.gov/dosh/dosh_publications/_CPP.doc)

COUNTY REQUIREMENTS

The county of San Diego requires that businesses prepare, implement, and display a safety plan for their business.

Essential Businesses: Social Distancing & Sanitation Protocol ([click here](#))

State authorized sectors: Safe Reopening Plan ([click here](#))

Restaurants: COVID-19 Restaurant Operating Protocol ([click here](#))

REQUIRED: review and incorporate the state’s Industry-Specific Guidelines for your business as part of your safety plan.
<https://covid19.ca.gov/industry-guidance/>

LOCAL REQUIREMENTS

Some cities in San Diego County have additional requirements. Visit your city’s website to learn about additional requirements or special permits that may be offered in your city.

Cal/OSHA COVID-19 Emergency Temporary Standards – What Employers Need to Know

November 30, 2020

California approved emergency temporary Cal/OSHA standards on COVID-19 infection prevention on November 30, 2020. These new **temporary standards** apply to most workers in California not covered by Cal/OSHA's Aerosol Transmissible Diseases **standard**.

Requirements for employers covered by the COVID-19 Prevention standard

- Establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
 - Identifying and evaluating employee exposures to COVID-19 health hazards.
 - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
 - Providing and ensuring workers wear face coverings to prevent exposure in the workplace.
- Provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.

Cal/OSHA has developed a [COVID-19 Model Prevention Program](#) to assist employers with developing their own written program

When there are multiple COVID-19 infections and COVID-19 outbreaks

Employers must follow the requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in a workplace in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).

- **COVID-19 testing for employees who might have been exposed**

Requires employers to offer COVID-19 testing at no cost to their employees during their working hours who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.

- **Notification requirements to the local health department**

A new requirement that obligates employers to contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within their workplace.

Recordkeeping and reporting COVID-19 cases

Employers must maintain a record of and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. When a COVID-19-related serious illness (e.g., COVID-19 illness requiring inpatient hospitalization) or death occurs, the employer must **report** this immediately to the nearest Cal/OSHA enforcement district office.

This guidance document is an overview. For the full requirements, see title 8 sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

For assistance with developing a COVID-19 Prevention Program, employers may contact Cal/OSHA Consultation Services at 1-800-963-9424 or at InfoCons@dir.ca.gov. For Consultation information, publications, access the following link or copy the site address:
DOSHConsultation www.dir.ca.gov/dosh/consultation.html



Safety Tips

Make sure that the following best safety practices are implemented in your business:

- All employees should wear a facemask in accordance with state guidelines
- Maintain 6 feet social distancing
- Frequent hand washing or hand sanitizer
- Screen employees daily for symptoms and exposures



Review state mask guidelines ([click here](#))

Breakrooms: minimize the number of employees in breakrooms at any time. Ensure employees are at least 6 feet apart and increase ventilation as much as possible, especially if eating or drinking.

Carpooling: employees should only carpool to work with members of their household.

Proper facemask use:

- Wash hands before and after use
- Cover nose and chin
- Do not touch mask throughout the day



Safe at home: Encourage employees to follow safety practices outside of work.

Employee name: _____

Employee Health Screening Form (sample)

Screen each employee for these symptoms before their shift. Circle the employee's answer (Y=yes, N=no) for each symptom. If an employee has a temperature greater than 100 degrees fahrenheit / 37.8 degrees celsius or reports any symptoms or exposures:

1. Send the employee home immediately
2. Advise the employee to contact their medical provider or 2-1-1 for further guidance

CALL 911 if experiencing: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips/face, or any other severe symptoms

Symptoms from CDC. Updated November 7, 2020

Known exposure*	Temperature (less than 100°F/37.8°C to be able to work)	Cough	Shortness of breath	Sore Throat	Congestion or runny nose	Nausea, Vomiting, Or Diarrhea	Other (headache, fatigue, body aches, loss of taste/smell)	Date
Y N	T=	Y N	Y N	Y N	Y N	Y N	Y N	
Y N	T=	Y N	Y N	Y N	Y N	Y N	Y N	
Y N	T=	Y N	Y N	Y N	Y N	Y N	Y N	
Y N	T=	Y N	Y N	Y N	Y N	Y N	Y N	
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Y N	T=	Y N	Y N	Y N	Y N	Y N	Y N	
Y N	T=	Y N	Y N	Y N	Y N	Y N	Y N	

*Known exposure is defined as within 6 feet of an individual with COVID-19 for a cumulative total of 15 minutes or more over a 24- hour period

2. What to do if an employee has symptoms of COVID-19

Make sure that employees:

1. **KNOW** the symptoms of COVID-19*

Fever or chills	Congestion	Shortness of breath
Sore throat	Body aches	Fatigue
Headache	Diarrhea	Cough
Nausea or vomiting	Loss of taste/smell	Runny nose

2. **DO NOT COME INTO WORK** and stay home if they have any COVID-19 symptoms

3. **NOTIFY** their employer that they have or are seeking a diagnosis for COVID-19.

4. **CALL 211** or their healthcare provider to get **free COVID-19 testing**



5. If an employee has suspected or confirmed COVID-19, follow the flowchart on the next page. Report the case to County Public Health Services **online here** or by calling **(888) 950-9905**

***seek immediate medical attention if experiencing life-threatening symptoms**

STEPS TO TAKE IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED POSITIVE TO HAVE COVID-19

1. Instruct employee to stay home at least 10 days* after symptoms started (or since first positive PCR test if person is asymptomatic/ does not have symptoms).

2. If it has been *less than 7 days* since employee has been in the facility, temporarily close area where employee worked until cleaning is completed. Wait 24 hours or as long as practical before conducting [deep cleaning](#) of area where employee worked and may have been (breakrooms, restrooms, travel areas) with [EPA-approved cleaning agents](#). Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

If it has been *more than 7 days* since employee has been in the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

3. Promptly report employee was diagnosed with COVID-19 to the County Public Health Services by **completing the [COVID-19 Notification Form](#)** or calling 888-950-9905. Include 1) name, 2) date of birth, and 3) contact information of employee¹.

4. Cooperate with County Public Health Services COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace¹.

5. Record and report work-related COVID-19 illnesses or fatality as per other [occupational health reporting requirements](#).

6. Provide notice of exposure to any employees and contractors (who regularly work at the workplace) who may have been exposed to COVID-19, as stated in the State's [COVID-19 Employer Playbook for a Safe Reopening](#).

*For patients with [severe to critical illness](#) or are severely immunocompromised, the recommended duration for Transmission-Based Precautions was changed to at least 10 days and up to 20 days after symptom onset.

¹ As per [San Diego County Public Health Order](#).
For school guidance: [COVID-19 Industry Guidance: Schools and School-Based Programs](#).

Employers should not require employee to provide a negative COVID-19 test result or healthcare provider's note to return to work.

PREVENTION

- ✓ Actively encourage sick employees to stay home.
- ✓ Accommodate employees through social distancing or telework (if possible).
- ✓ Emphasize face coverings and hand hygiene.
- ✓ Perform routine environmental cleaning.
- ✓ Check government websites (CDC, State Department) for any travel advisories.
- ✓ Plan for infection disease outbreaks in the workplace.

IF EMPLOYEE...



Has any severe symptoms: Advise them to seek medical attention immediately.



Has any health-related questions or concerns: Have employee contact their healthcare provider.



Does not have health coverage, has other general questions about COVID-19, or would like information about community resources: Have them call 2-1-1.

EMPLOYEE MAY RETURN TO WORK WHEN:

At least 10 days* since start of symptoms (or since first positive PCR test if person is asymptomatic)



At least 24 hours since last fever without use of fever-reducing medications



Improvement in symptoms

3. Paid Sick & Family Leave and Tax Credits

Under the Families First Coronavirus Response Act (FFCRA), eligible employers are **required to provide their employees with paid sick and family leave for specified reasons related to COVID-19**. Review the flyers on the following pages for more information.



When does this apply? The FFCRA applies to qualified sick leave taken **until December 31, 2020**.

Who are eligible employers? Businesses and tax-exempt organizations with fewer than 500 full-time and part-time employees.

What are the reasons for paid sick and family leave?

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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How does this work? The eligible employer is entitled to a **fully refundable tax credit** equal to the required paid sick leave wages. Employers can claim credits on Form 941 or Form 7200 for an advance credit.

Need help? Call the Wage and Hour Division at **1-866-487-9243**

Paid Sick Leave Tax Credits

The paid sick leave credit and paid family leave credit are available for eligible employers who pay qualified sick leave wages and/or qualified family leave wages from 4/1/2020 through 12/31/2020, and who have fewer than 500 employees.

Type of Credit	IF an employee is unable to work because:	Then
Paid Sick Leave Credit	<ul style="list-style-type: none">• They're subject to a COVID-19 quarantine or isolation order.• They're advised to self-quarantine because of COVID-19.• They have COVID-19 symptoms and are seeking a medical diagnosis.	The tax credit is at the employee's regular rate of pay, up to \$511 per day and \$5,110 in total up to 80 hours. The employer is also eligible for credits for qualified health plan expenses for the employee and the employer's portion of Medicare tax expenses for the employee.
Paid Sick Leave Credit	<ul style="list-style-type: none">• They're caring for someone who is subject to a COVID-19 quarantine or isolation order, or for someone who is advised to self-quarantine because of COVID-19.• They're caring for a child whose school or place of care is closed due to COVID-19.• They're caring for a child whose child care provider is unavailable due to COVID-19.	The tax credit is for two-thirds of the employee's regular rate of pay, up to \$200 per day and \$2,000 in total, for up to 80 hours. The employer is also eligible for credits for qualified health plan expenses for the employee and the employer's portion of Medicare tax.
Family Leave Credit	<ul style="list-style-type: none">• They're caring for a child whose school or place of care is closed due to COVID-19• They're caring for a child whose child care provider is unavailable due to COVID-19.	<ul style="list-style-type: none">• This tax credit is equal to two-thirds of the employee's regular rate of pay, capped at \$200 per day or \$10,000 in total.• Up to 10 weeks of qualifying leave can be counted toward the Family Leave Credit. This can be combined with the sick leave tax credit, so an employer could be entitled to a credit for pay for up to 12 weeks – 2 weeks of sick leave and 10 weeks of family leave.• The employer is also eligible for tax credits for qualified health plan expenses for the employee and the employer's portion of Medicare tax.

For more details, see: www.irs.gov/coronavirus/new-employer-tax-credits

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

4. Flu and COVID-19 Vaccines

Flu Vaccine

The flu vaccine does not protect against COVID-19. However, the flu vaccine does protect against the flu.

- Flu symptoms can mimic COVID-19 symptoms, which may impact an employee's ability to work while seeking a diagnosis
- Getting the flu shot is free, safe, and effective



Find a flu shot location near you.

Free at many pharmacies with most insurance.
Free flu shot clinics available for the uninsured!

[click here](#) to find San Diego County flu vaccine locations

COVID-19 Vaccine

The first COVID-19 vaccine was determined by the FDA to be safe and effective for emergency use. San Diego County plans to distribute the vaccine in three phases.



Learn more about San Diego County's distribution plan on the county's website ([click here](#))

5. Coronavirus Tips

Tips and tricks from other small businesses

Tip: Move and change signs every week or so

Using different signs, or moving signs around, can prompt employees and regular customers to pay more attention.

Request free signs from the County: email COVID-Business@sdcounty.ca.gov and provide:

- your contact information (Name, Phone, Email)
- language materials needed (English, Spanish, or both)
- number of requested items, and address for postal delivery.

Tip: Use reflective or colorful tape to encourage social distancing

Mark areas on your floor where you want customers to stand - these should be at least 6 feet apart. Use reflective or brightly colored tape. Some businesses have found that orange and red tape is better than blue tape - customers are more likely to notice the markings and use them properly.

Tip: separate “sanitized” and “used” pens for customers

Clean the pens with an approved disinfectant between uses. This helps increase customer confidence.

Have tips to share with other businesses? Let us know at UCSDBusinessOutreach@gmail.com

SAFETY RESOURCES

Compliance Resources



San Diego County Businesses and Employers Website

Latest information on reopening guidelines, including operating restrictions and closures. Additional resources include financial assistance, frequently asked questions, and ways to stay updated on COVID-19 developments.

[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/CommunitySectors/Chambers of Commerce and Businesses.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/CommunitySectors/Chambers%20of%20Commerce%20and%20Businesses.html)



Cal/OSHA Industry-Specific Guidelines

Employers must implement all mandatory measures and suggested measures that are necessary for sanitation, employee screening, social distancing and facial coverings.

<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>



California COVID-19 Employer Playbook

Detailed guidance for employers on best safety practices, handling a case of COVID-19 in the workplace, Cal/OSHA reporting and recording requirements, and workers' rights and benefits. Refer to this resource when responding to a case of COVID-19 in the workplace.

<https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>

Consulting Resources



UCSD COVID-19 Business Outreach Project

Consult with a team of UCSD Department of Public Health affiliated faculty, staff, and students regarding the development and implementation of COVID-19 safety procedures or your business.

Employee training also available. Set up an appointment by phone, email, or text.

Text or Call: (619) 335-5882

Email: UCSDBusinessOutreach@gmail.com

BUSINESS RESOURCES

Coronavirus Relief Resources



sba.gov Website for the U.S. Small Business Administration. Contains the latest information on COVID-19 relief options and additional resources, including loans and grants.

<https://sba.gov>



San Diego County Small Business Stimulus Grant If your business has been impacted by COVID-19, you may be eligible for the County's small business grant. Visit the following website to apply.

<https://www.sandiegocounty.gov/stimulusgrant/>

Tax credit Resources



covid-sb.org The official federal resource website for small businesses affected by COVID-19. Includes information on financial assistance, tax filing, and more.

<https://covid-sb.org>



IRS COVID-19-Related Tax Credits for Paid Sick and Family Leave

Provides more information on claiming tax credits for COVID-19-related sick and family leave, including frequently asked questions.

<https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-paid-sick-and-paid-family-leave-overview>

Consulting Resources



SCORE A free resource that connects small businesses with experienced business mentors who can offer guidance for a variety of small business needs.

<https://www.score.org/>



San Diego & Imperial Small Business Development Center (SBDC)

A free resource for small business owners and entrepreneurs needing help with financing, human resources, marketing, business planning, and more. They are a confidential resource funded by the US Small Business Administration and State of California.

Call: (619) 482-6391

Schedule online: <https://sdsbdc.ecenterdirect.com/signup>

Addendum Applicable 12/05

California Regional Stay at Home Order

The order is in effect in regions with less than 15% ICU availability. It prohibits private gatherings of any size, **closes sector operations except for critical infrastructure and retail**, and requires 100% masking and physical distancing in all others.



Review the restrictions and closures that may apply to your business ([click here](#))