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COVID-19 Guidance for Employers, Workers and Businesses

Dear Businesses in the San Jose Area:

The novel coronavirus (COVID-19) outbreak is creating a challenging business climate in San Jose area and across the country. Your continued success is important and the City of San Jose Office of Economic Development has put together some suggestions to help you lessen how the pandemic affects your business, and your employees. We've also gathered some links to resources that may be helpful for employers in general.

The City of San Jose will be sending out additional updates related to funding and technical assistance resources. In addition, the City launched a [business-focused webpage](#) to serve as a centralized resource for employers, employees and small businesses to secure critical resource information. You can receive notices from the City of San Jose-led BusinessOwnerSpace.com partnership by complete the [subscription form](#).

Spanish and Vietnamese versions of this document are being created and will be distributed as soon as available.

STAY INFORMED

The City of San Jose and the County of Santa Clara have announced a local emergency, meaning there is a high risk of illness to the local population. Your business can help slow the spread of COVID-19 and lessen the number of people infected by following guidance from public health officials.

Information is changing frequently. Please stay informed. Check and subscribe to the following resources:

- The California Department of Public Health issued [new guidance](#) on its website including [information for businesses and employers](#).
- The Santa Clara County Public Health Department [COVID-19 website](#) is frequently updated with guidance for workplaces, travel, schools, high risk populations, and gatherings. Health Department updates are also available through social media through [Facebook](#), [Instagram](#), and [Twitter](#).
- The City of San Jose is issuing twice daily flash reports at 10 a.m. and 5 p.m. [Subscribe](#) on the City's website.

BUSINESS RESOURCES

A growing list of partners and government agencies are posting information and establishing resources to assist businesses during the pandemic. Here are some we recommend. We will update this list as things change.

- [BusinessOwnerSpace.com](#) is a City of San Jose-led team of more than 30 programs which help small businesses. Partners offer free or low-cost mentoring, classes, and other support on many topics including access to capital, business planning, marketing, and legal issues.
- The Small Business Administration is now preparing to offer Disaster Assistance Loans to businesses in designated states and territories affected by COVID-19. The City of San Jose is assisting the County of Santa Clara in unlocking this funding source for our region. Interested businesses should begin preparing financial statements now. [Businessownerspace.com](#) partners AnewAmerica, MBDA, SBDC, and SCORE will be available to help prepare loan paperwork. Additional [information about the loans](#) is available from the SBA.
- The State of California's [Employment Development Department](#) has programs to help both employers and employees deal with the costs of illness, caring for ill family members, shorter hours and closures. Local workforce development boards like [work2future](#) can guide employers and employees and facilitate their access to EDD services. Employers can even request an extension on their payroll reports and payroll taxes.
- The California Governor's Office of Business and Economic Development (GoBiz) [compiled additional resources](#) and FAQs for businesses.
- A State-level loan program for disasters is available through the California IBank's [Small Business Finance Center](#). (though the website may be having problems)
- Remote work is being aided by several technology companies that are offering free or expanded services for small businesses. See [openforbusiness.org](#) for more information.
- The Santa Clara County Health Department [offers a flyer for businesses](#).
- The Centers for Disease Control has a dedicated [page for businesses](#) on COVID-19-related information.
- Not all businesses are the same, and some workers may face different levels of risk within the same business. The [Occupational Safety and Health Administration](#) maintains detailed guidance in its publication, [Guidelines on Preparing Workplaces for COVID-19](#).

KEEP YOUR EMPLOYEES AND CLIENTS HEALTHY

Here are some ways employers can slow the spread of COVID-19.

- Ensure sick employees stay home.
- Separate employees who become sick at work until they can return home.
- Allow employees to telecommute if possible.
- Give people physical space, such as allowing six feet between employees.
- Don't shake hands; cover coughs and sneezes; and wash hands frequently for at least 20 seconds with soap and water.

- Wipe down surfaces touched by employees and customers with disinfecting products.
- Ask employees not to share phones, desks, or other work equipment, if possible.
- Change employee start and end times to avoid large numbers of employees coming in together.
- Cancel unnecessary meetings or events if attendees can't keep their distance.
- If holding events, take precautions by asking those who are ill not to attend, and remind attendees to take actions to protect themselves and other attendees.
- Suspend nonessential employee travel.
- Provide additional accommodations to at-risk employees – such as those with existing medical conditions or who are more than 50 years old.
- [Hang informative posters](#) around your workplace.

KEEP YOUR BUSINESS STRONG

Here are some ways to keep your business running and minimize problems:

- Workforce-related
 - Plan for absences by cross training employees and ensuring they understand how to step into new roles if required.
 - Implement policies and practices to increase the physical distance between employees and between employees and the public (e.g., telecommuting and teleconferencing).
 - Establish lines of communication among employees, clients, and business partners.
 - Allow employees to call in sick without a doctor's note. This avoids burdening the healthcare system.
 - Research ways to further protect your employees based on your industry or operations.
 - Consider the impacts on your workforce if local schools close and parents are away from the office.
 - Recognize that employees who are well may need to be away to care for ill family.
- Business operations-related
 - Identify your most important business functions and adjust staffing to maintain them.
 - Keep track of and respond to changes in customer behavior and prepare to change how you do things to maintain your most important operations.
 - Identify key business functions, jobs/roles, and elements in your supply chain. Think about how to operate if these are impacted by the pandemic.
 - For businesses with multiple locations, allow local managers to act on what is happening locally.

For additional information visit

<https://www.sjeconomy.com/newsroom/covid-19-guidance> or

<http://www.businessownerspace.com/>

