

You're in!

Thanks for joining us.



EMPLOYERS RECOGNITION
& RESOURCE SHOWCASE

- **Business-Friendly Panel-**

THE 2020

YES  VETS

EMPLOYERS RECOGNITION
& RESOURCE SHOWCASE

September 14-18

Help us recognize YesVets employers and the Veterans Employment
Representatives who connect veterans to jobs!



We've gathered state, federal and local partners such as the SBA and SBDC representatives, business liaisons, leaders, managers and subject matter experts for your webinar today.

Business-Friendly Panel

Rafael Colón - Moderator

Governor's Office of Regulatory Innovation and Assistance (ORIA)

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- **Welcome and overview**
- **Governor's Office of Regulatory Innovation and Assistance / Small Business Liaison Team**
- **Department of Health**
- **Department of Labor & Industries**
- **Department of Revenue**
- **Department of Enterprise Services**
- **US Small Business Administration (SBA) - Seattle District / Washington Small Business Development Center (WSBDC)**
- **Employment Security Department**
- **Open-mic** - dedicated time for more questions



SBRR



Outreach Update



Michael Ervick (USN)

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?



Small business represents 99.86% of the businesses in Washington State; the economic safety net of our local economies; and the stem cells of the future economy.

That's pretty important!

We're in This Together



When the state of Washington licensed your business, it agreed to grant you certain rights to access the public – that included employees, customers, suppliers, and investors.

In return, you agreed to accept certain responsibilities in accessing the public – that included the health, safety, and welfare of those very same people.

Thanks for Doing Your Part!





COVID-19 BUSINESS RESOURCES

COVID-19 Reopening Guidance for Businesses and Workers

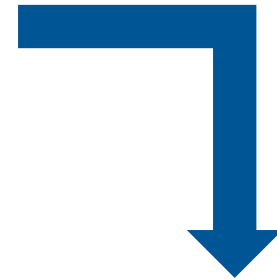
<https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>



The Opportunity and A Mission

Washington State

VOB with Employees	10,323
VOB without Employees	39,009
<hr/>	
Veteran Owned Business	49,332



**The big game changer...
...veterans hiring veterans**

**THE PROBLEM IS NOT THE PROBLEM;
THE PROBLEM IS YOUR ATTITUDE
ABOUT THE PROBLEM.**

**SUCCESS IS A SCIENCE...
FAILURE IS JUST A DECISION**

**WE HAVE OUR HEADING.
CHART YOUR COURSE.**



GO NAVY!

We Got Your Back Mate!



We would like to thank the members of the Small Business Liaison Team. Representing 30 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](https://www.business.wa.gov)



Food Safety Program

Help protect the public from foodborne disease

Provides technical assistance, training, and education to:

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



Operating Food Establishments

Getting your Permit to operate

Contact your health department:

- Local Health Departments
 - www.doh.wa.gov/foodsafetycontact
- Submit application and fees.
- Work with the plan reviewer at local health to determine required equipment based on your menu.

Operating During COVID-19 Phases



Food establishments in any phase must manage these:

- Screen and Train workers on symptoms of COVID-19 illness and on required hand hygiene
- Clean and Sanitize surfaces routinely and effectively
- Ensure customer compliance

Operating During Phases



Train workers to include:

- Screen & train workers on foodborne illnesses and COVID-19
 - Know the symptoms
 - Don't work when symptoms are present
- Physical Distancing of 6 feet between employees and
- Physical Distancing between staff and customers
- Wear PPE as required– face masks
- Continue use of utensils or gloves when handling foods that are ready-to-eat

Cleaning and Sanitizing the food establishments:

- Use display board, single-use or reusable menus that are cleaned and disinfected after each use
- Wash, Rinse, Sanitize tables between dining parties
- Clean and disinfect touchpoints frequently
 - Including all surfaces at each table turning
 - Try using contactless payment systems, automated ordering, and mobile pay

For Customer Safety:

- Ensure face coverings are worn as required when not eating
- Provide handwashing supplies and sanitizer
- Require physical distancing when:
 - At tables
 - Waiting for a seat
 - Picking up food

COVID-19 Operating Restrictions



Food establishments in any phase must **not** allow:

- **Indoor service** at bars
- Live entertainment
- **Game areas such as pool tables, darts, and video games**
- **End alcohol service by 10:00 pm**

COVID-19 Operating Restrictions



Food establishments in Phase 2 :

- May have onsite dining
- Limit the size of tables to 5 persons or less
- Only persons from the same household may dine indoors
- Customers no more than 50% capacity
 - For both indoor and outdoor seating
- Have buffets and salad bars if following DOH guidance



Food Safety Program

Food Safety Rule Revision

- Work with State Board of Health and stakeholders
- Making revisions and additions to the WA Food Code
- <https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules/FoodCodeRuleRevision>

COVID-19 Information and Resources



Local Health Departments

www.doh.wa.gov/foodsafetycontact

DOH Webpage

www.doh.wa.gov/Emergencies/Coronavirus

Resources and Recommendations

DOH Information by Phone

1-800-525-0127



Small Business Liaison Office
smallbusiness@lni.wa.gov
800-987-0145



Washington State Department of
Labor & Industries

**L&I Essentials for Business &
Requirements, Guidance, and Resources Related to the
COVID-19 Pandemic**

5 L&I Essentials for Small Businesses

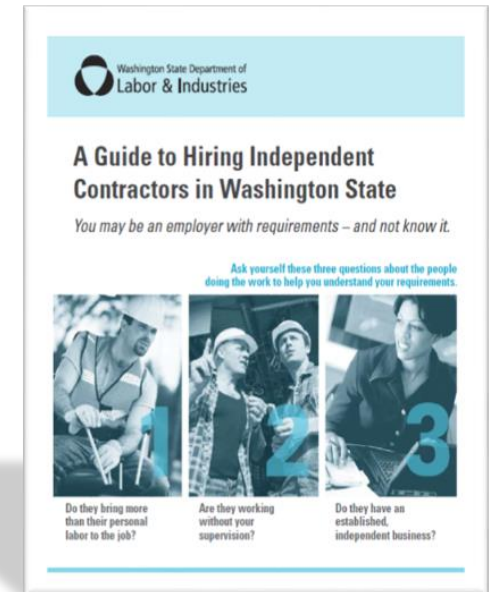
1. Know who's an "employer"
2. Understand the basics of workers' compensation insurance
3. Know your responsibilities regarding pay and work hours
4. Understand your requirements around worker safety
5. If you're a construction contractor, know the rules



1. Know Who's an "Employer"

Do you have people working for you?

- Co-owners
- Employees
- Employees of temporary employment agencies
- Independent contractors





Independent Contractor Test

Are those workers employees or independent contractors?

- Do they bring more than their personal labor to the job?
- Are they working without supervision?
- Are they doing something different from you?
- Do they have an established, independent business that markets itself and files business taxes?
- L&I test stricter than IRS test

Most people working for you are likely to be considered to your employees by L&I!

2. Understand the Basics of Workers' Compensation Insurance



A Promise to Employers and Employees

- Injured workers will be taken care of
- Employers won't be sued
- No fault insurance

- Insurance in its structure; not a tax
 - Collection authority of a tax





Base Rates

- Average cost per hour of claims in a particular risk classification

Experience Factor

- The business' actual claims costs vs. expected claims costs for a firm of that size and type

Employer Rate

- Base rate modified by claims experience



3. Know Your Responsibilities Regarding Pay and Work Hours



Important Topics

- Employment of minors – special rules
- Recordkeeping requirements
- Minimum wage (\$13.50 in 2020 for WA)
- Overtime pay required for work over 40 hours per week
- Equal Pay & Opportunities Act
- Paid sick leave requirement
- Tips in addition to wages
- Breaks and lunch periods
- Allowed payroll deductions
- Interns – must be paid or receiving credit



4. Understand Your Requirements Around Worker Safety



Primary Employer Responsibilities:



- Provide a safe and healthy workplace while complying with safety and health standards
- Have a written, practiced accident-prevention program (APP)
- Post a notice of job safety employer responsibility and employee rights (F416-081-909)
- Provide job related safety & health training
- Keep records of all job-related incidents

5. If You're a Construction Contractor... Know the Rules



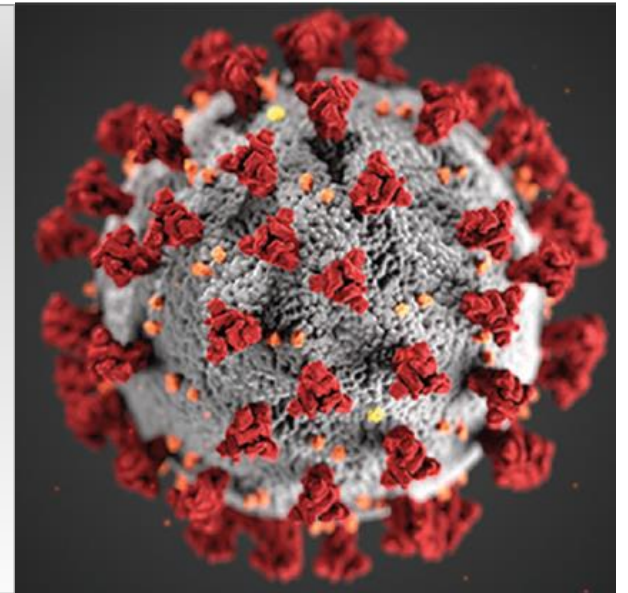
- **Broad definition of “contractor”**
 - Includes developers, some consultants, and “flippers”
 - Includes some janitorial, landscaping, garbage hauling, computer networking, and “handyman” businesses
- **Can’t solicit business before registered**
- **Marketing must include registration number**



COVID-19 (Coronavirus)



Requirements, Guidance, and Resources Related to the COVID-19 Pandemic



COVID-19 Related Resources



- [LNI.wa.gov](https://lni.wa.gov)
- Click the circled link

A screenshot of the Washington State Department of Labor & Industries website. The page features a dark blue header with the department's logo and name, along with navigation links for Home, My L&I Sign In, and a search bar. Below the header is a horizontal menu with categories: Safety & Health, Claims, Patient Care, Insurance, Workers' Rights, and Licensing & Permits. The main content area includes a "Coronavirus Resources" section with a prominent link titled "L&I coronavirus guidance: Important information and answers to common questions" enclosed in a red rounded rectangle. Below this link are two radio buttons, with the first one selected. A red arrow points to the first radio button. To the right of the main content is a "Sign In to My L&I" form with fields for Username and Password, a "SIGN IN" button, and a "Sign Up" link. At the bottom of the main content area are three buttons: "Verify a Contractor's or Tradesperson's License", "File a Quarterly Report", and "Create a Safety Program". The footer contains a search bar and a "Search For:" dropdown menu with options for "All" and "Forms & Publications".

Division of Occupational Safety & Health - DOSH



COVID-19 Related Requirements and Resources

Many new requirements and resources on the L&I website

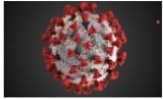
- General workplace requirements
- Prevention suggestions
- Industry specific guidance, including:
 - Agriculture
 - Janitorial
 - Healthcare
 - Construction
 - Grocery Stores
 - Retail
 - Transportation
 - Food processing
- Free DOSH consultation service



Janitorial Safety Tip Sheet


A series of health and safety tips to prevent work-related injuries in the janitorial industry

April 2020 Issue 2, Volume 1




Do you know how to avoid COVID-19? Watch for symptoms:


The following symptoms may appear **2-14 days after exposure**.



COUGH



SHORTNESS OF BREATH



FEVER


Call your doctor if you...

- Feel sick, and have been in close contact with a person known to have COVID-19 OR,
- Have recently traveled from an area with [widespread or ongoing community spread of COVID-19](#).

Protect Your Health: Infected people can spread COVID-19 through tiny droplets when they cough or sneeze. Use these practices to prevent the spread of COVID-19:

- Avoid close contact** with people who are sick.
- Don't touch** your eyes, nose, and mouth.
- Stay home** when you are sick.
- Cover your cough or sneeze** with a tissue, then throw the tissue in the trash.
- Clean and disinfect** frequently-touched objects and surfaces. For disinfection, use diluted household bleach solutions, alcohol solutions with at least 70 percent alcohol, and EPA-registered household disinfectants. (see [EPA list of disinfectants for this virus](#)).
- The virus can live on surfaces for up to 72 hours.


- Follow CDC's recommendations for using a facemask.**
- Wash your hands often!**
 - Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse** your hands well under clean, running water.
 - Dry** your hands using a clean towel or air dry them.



SHARP Publication Number: 102-16-2020

Revised 04/09/2020

Coronavirus (COVID-19): Protecting Grocery Store Workers



The Department of Labor & Industries (L&I) requires employers to implement the Governor's proclamation: www.governor.wa.gov/news-media/inslee-announces-stay-home-stay-healthy. Employers must ensure social distancing for employees and customers; frequent and adequate handwashing; and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in languages best understood by employees.

Workplace Discrimination

It is against the law for any employer to take any adverse action such as firing or threats against a worker for exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health, filing a safety and health complaint or participating in a Division of Occupational Safety and Health (DOSH) investigation. Workers have 30 days to file their complaint with L&I DOSH and/or with Federal OSHA.

Ideas for an Effective Social Distancing Plan:


- Limit the number of customers entering the store to facilitate social distancing at store entrances, throughout store and at check-out lines.
- Require all workers to stay at least six feet away from customers and coworkers.
- Temporarily mark six-foot increments (using adhesive colored tape, chalk, etc.) on the ground or floor to ensure social distancing.

Ideas for an Effective Handwashing


- Install hand-sanitizing dispensers at entrances and at key locations inside.
- Ensure all workers know why and effectively wash hands for at least 20 seconds.
- Require workers to wash hands with soap and water for at least twenty seconds such as when they arrive at work workstations for breaks, eat, use the restroom, or after handling money.
- Ensure gloves are used for cart restocking, handling money, common use of register or keypad by different cashiers.
- Set up a schedule to keep these stock areas stocked and trash emptied.

Ensure Sick Workers Are Not at Work

- Monitor employees for signs of illness and require sick workers to stay home.
- Ensure employees know the signs and symptoms of COVID-19 caused by coronavirus.



Division of Occupational Safety and Health
www.Lni.wa.gov/safety-health 1-800-423-7233



Ideas for Providing Basic Workplace Hazard Education About Preventing Coronavirus Transmission:

- Instruct all workers on social distancing, handwashing, and other store-wide safety procedures related to coronavirus.
- Teach workers the importance of hand washing before eating, drinking, or using tobacco.
- Advise on respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, and mouths with unwashed hands or gloves.
- Prohibit sharing utensils, phones, work tools, and other workplace items that are not sanitized.
- Communicate important safety messages/updates daily with methods such as posters, reader boards, etc.

Other Protective Measures

- Provide ways for workers to express any concerns and ideas to improve safety.
- Alert store managers or shift supervisors of strategies on handling customers or workers who are not following social distancing practices or demonstrate signs of illness during the visit. For example, it might be helpful to move a coughing customer out of line to a separate checkout station distant from others.
- Update store Accident Prevention Program (APP) to include awareness and prevention measures for diseases and viruses.

Resources

L&I's COVID-19 webpage:
www.Lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources

King County Public Health Grocery store guidance with downloadable posters here:
www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/retail-grocery-stores.aspx

WA Food Industry Association:
www.wa-food-ind.org/Covid-19

Get help

For a free safety and health consultation go to www.Lni.wa.gov/SafetyConsultants or call 1-800-423-7233 or visit a local L&I office.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

PUBLICATION F414-163-000 [04-2020]

Reopening Guidance

The screenshot shows the Washington Governor Jay Inslee website. At the top, there is a red banner with a COVID-19 warning icon and the text: "COVID-19 For the latest COVID-19 health guidance, statistics and resources, visit [Coronavirus.wa.gov](https://coronavirus.wa.gov)". Below this is the Governor's name and a navigation menu with options: HOME, ABOUT, NEWS & MEDIA, ISSUES, and THE OFFICE OF THE GOVERNOR. The "ISSUES" menu item is selected, and a breadcrumb trail reads: "You are here: Home > Issues > COVID-19 resources > COVID-19 Reopening Guidance for Businesses and Workers".

The main content area features a large photo of Governor Inslee at a podium with the caption "Coronavirus Disease (COVID-19)". To the left of the photo is a sidebar menu titled "Issues" with categories: COVID-19 resources, Budget, Economy, Education, Efficient Government, Energy & Environment, Health Care & Human Services, Safe Communities, and Transportation. A "Tags" section below lists "COVID-19 (Coronavirus)" and "Health Care".

The main heading is "COVID-19 Reopening Guidance for Businesses". Below it, text states: "For the latest COVID-19 information and resources visit coronavirus.wa.gov. On May 4th, 2020 Governor Inslee signed [Proclamation 20-25.3](#) and outlined the plan, businesses and activities will re-open in phases with adequate social distancing and meet additional requirements developed specifically for their industry."

Under the heading "Essential Business Guidance", it says "Many parts of the economy are already allowed to operate safely as essential businesses." A list of essential business categories follows, including Agriculture, Additional Agricultural Guidance, Automotive, Energy, Food and Agriculture, Healthcare/Public Health, In-Household, Construction Guidance, Commercial driver license guidelines, Elective Surgeries Guidance, Funeral Guidance, Outdoor Guidance, Real Estate and Mortgage Guidance, List of approved essential workforce education programs, and Essential workforce education program standards.

At the bottom of the page, a section titled "Phase 1 Business Activity Guidelines" is partially visible. A red arrow points from the bottom left towards a red-bordered box on the page that contains the link "COVID-19 Reopening Guidance for Businesses and Workers".

Phase 1 Business Activity Guidelines

- [Additional Guidance on Voluntary Contact Information](#) – issued May 15
- [Car Washes Requirements](#) – issued May 7
- [Construction](#) – issued April 24
- [Additional Construction Guidance](#) – issued April 29
- [Curbside Retail](#) – issued May 8
- [Higher Education](#) – issued June 1
- [Landscape Services and Outdoor Maintenance Industry](#) – issued May 8
- [Outdoor Recreation](#) – issued May 14
- [Outdoor Recreation Additional Guidance](#) – issued May 26
- [Outdoor Recreation- Golf](#) – issued May 15
- [Pet Walking Industry](#) – issued May 8
- [Religious and Faith Organizations](#) – issued May 27
- [Spiritual drive-in services](#) – issued May 6
- [Vehicle and Vessel Sales Guidance and Frequently Asked Questions](#) – issued May 6
- [Washington Talking Book and Braille Library](#) – issued June 2

Phase 2 Business Activity Guidelines

- [Additional Guidance on Voluntary Contact Information](#) – issued May 15
- [Construction](#) – issued May 15
- [Curbside Library Services](#) – issued June 2
- [Dine-in restaurants and taverns](#) – issued May 11 (updated May 15)
- [Drive-in Theaters](#) – issued June 2
- [Fitness](#) – issued May 19 (Updated June 5)
- [Higher Education](#) – issued June 1

Division of Occupational Safety & Health - DOSH



General Workplace Requirements for COVID-19

Mandatory general requirements for all employers

(more detail provided on L&I publication F-414-167-000)

1. Face masks and social distancing
 - Required for employees, customers, vendors & contractors
 - At least 6 feet apart and 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) and daily health assessment

Coronavirus (COVID-19) Prevention:

General Workplace Requirements – SUMMARY

The Department of Labor & Industries (L&I) requires employers to provide safe and healthy workplaces and to implement the Governor's order to prevent the spread of the coronavirus.

Mandatory General Requirements for Employers*

Social Distancing

- Ensure employees keep at least six feet away from coworkers and the public when feasible.
- If social distancing isn't feasible, barriers and other proven prevention methods must be used to prevent transmission of coronavirus.
- Cloth face coverings, masks or respirators must be used for work where social distancing is not possible.

- Make sure shared work vehicles are cleaned and disinfected each time different occupants use the vehicle and regularly if the same person uses it.
- Keep Safety Data Sheets (SDSs) for all disinfectants on site.

Establish Procedures For Sick Workers

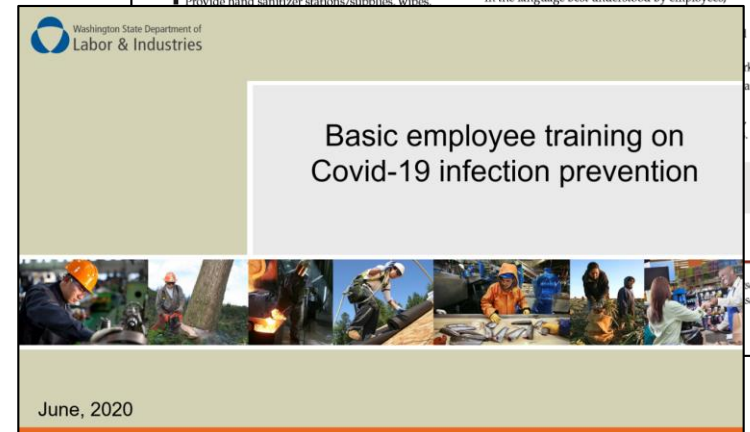
- Require sick workers to stay home or remain isolated if they are in farm housing.
- Identify and send home or isolate workers who develop signs of COVID-19 illness.
- Cord off areas temporarily until they are deep cleaned and sanitized after reports of an employee with suspected or confirmed COVID-19 illness.

Frequent and Adequate Hand Washing

- Provide fixed or portable hand washing facilities with clean and hot or tepid water, soap, and paper towels.
- Require hand washing when arriving at work, taking breaks, using the bathroom, before and after eating, drinking or using tobacco products, and after touching contaminated surfaces.
- Provide hand sanitizer stations/supplies, wipes.

Employee Education on COVID-19 Workplace Hazards

In the language best understood by employees,



Division of Occupational Safety & Health - DOSH



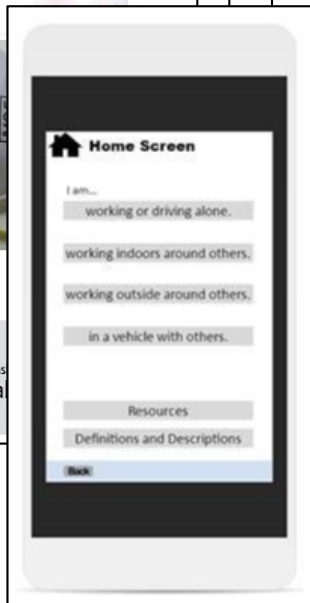
Face Coverings Guidance

Which Mask for Which Task?

COVID-19 Prevention at Work:
When to Use Face Coverings and Respirators



Division of Occupational Safety and Health
www.lni.wa.gov/safety-health 1-800-423-7233



Negligible Risk

Low Risk

Medium Risk

High Risk

Extremely High Risk

Click on the risk level to view the guidance.

For a complete list of risk levels, visit www.lni.wa.gov/safety-health.

Examples of low-risk jobs:

- Cleaning by hand
- Cleaning by machine
- Cleaning by vacuum
- Cleaning by steam
- Cleaning by chemical
- Cleaning by high-pressure water
- Cleaning by ultrasonic
- Cleaning by dry ice
- Cleaning by laser
- Cleaning by other methods

Examples of medium-risk jobs:

- Working in a confined space
- Working in a trench
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area

Disposal of masks and other PPE should be done in a way that prevents the spread of the virus.

Examples of high-risk jobs:

- Working in a confined space
- Working in a trench
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area
- Working in a confined area

When risk for transmission is extremely high you must wear NIOSH-approved N95s, half- or full-facepiece elastomeric respirators with cartridges, or PAPRs (Powered Air-Purifying Respirators) with cartridges; FDA-approved N95s or surgical masks; or other respirators with NIOSH-equivalent approval.

You must also use additional personal protective equipment (PPE), including:

- Goggles or face shields to protect your eyes or face during face-to-face interactions.
- Surgical masks or other types of masks (as supplies allow) for the client to wear, when feasible, during face-to-face tasks for as long as possible while you are present.

Transmission risk is extremely high when you work in residential or non-hospital or clinic settings within six feet of people with COVID-19. You may come into close contact with their exhaled or expelled saliva, mucus, or tears that may contain the coronavirus.

Transmission risk is also extremely high when your work brings you into direct contact with peoples' mouth, nose, or eyes, even if they appear to be healthy or asymptomatic.

Examples of extremely high-risk jobs:

- Emergency Medical Technicians (EMTs).
- Long-term care facility workers who care for clients ill with COVID-19.
- Occupational or physical therapists providing therapy to quarantined clients.



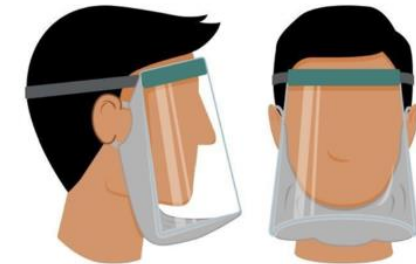
This is a NIOSH-approved N95 filtering-facepiece respirator. Use this, or a more protective respirator in high- or extremely-high risk situations to protect yourself from saliva particles in the air. It also provides some protection when a person coughs or sneezes near you, but isn't liquid-resistant like an FDA-approved surgical mask or N95 respirator.

This unaltered photo provided by author Banej, https://commons.wikimedia.org/wiki/File:3M_N95_Part particulate_Respirator.JPG



What if a worker can't wear a mask?

What is an approved accommodation alternative?



Provide the worker with a face shield with a cloth barrier around the face and neck

lni.wa.gov/Coronavirus

What are the requirements for workers with medical and disability issues that prevent the use of a cloth face covering or mask?

“Humanity Shield” or “Badger Shield”

Suggested Best Practices with Customers & Masks

- Use highly visible signage (signage is required)
- Provide a supply of disposable masks
- Politely educate about the requirement
- If won't wear a mask, offer accommodation:
 - Curbside pickup
 - Delivery
 - Scheduled appointment
- Stay safe – don't try to physically block or remove them from the premises

Overview of COVID-19 Statewide Face Covering Requirements
Office of the Governor | July 7, 2020

As Washington State counties begin to reopen and public health officials work to limit and stop the spread of COVID-19, it has become important for every individual and business to play a role in keeping one another safe and healthy.

Any of us can carry the virus and not know it. Face coverings prevent us from unknowingly spreading the virus to others while we talk or when we cough and sneeze.

Face coverings are now required statewide in all public spaces because they are effective in slowing the spread of COVID-19, especially when combined with 6 feet of physical distance.

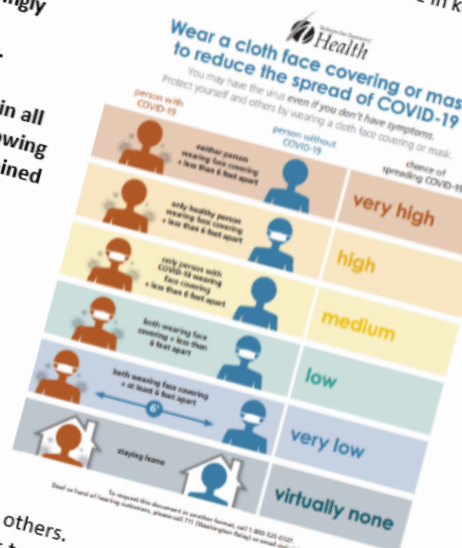
There are three face covering orders in place:

- The governor's Safe Start order and the Department of Labor & Industries **require employers** to provide at no cost appropriate face coverings or masks that must be worn by all employees who don't work alone.
- The secretary of Health has **ordered** all individuals to wear a face covering in any indoor public setting or when outdoors and unable to maintain 6 feet of physical distance from others.
- The governor's statewide order directing businesses to require and enforce the use of face coverings by all customers or clients. [order goes into effect July 7]

Face coverings can be unsafe for some people with certain health or medical issues. Those individuals are exempted from the requirement. No individual is required to provide proof or documentation to anyone at any time about their health or medical status except employers who may request medical documentation if an accommodation is requested by an employee. Children under of the age of 2 should not wear a face covering.

Best practices for business owners
Face coverings are required of employees, vendors, contractors, customers and visitors in the workplace, unless covered by a medical or other exemption. Businesses are encouraged to offer an accommodation for customers unable to wear a face covering.

Implementing face covering requirements
If a customer or visitor is not wearing a face covering, you should politely educate them on the requirements.



Person with COVID-19	Person without COVID-19	Chance of spreading COVID-19
Neither person wearing face covering + less than 6 feet apart		very high
Only healthy person wearing face covering + less than 6 feet apart		high
Only person with COVID-19 wearing face covering + less than 6 feet apart		medium
Both wearing face covering + less than 6 feet apart		low
Both wearing face covering + at least 6 feet apart		very low
Staying home		virtually none

Based on findings of modeling scenarios, please call 206-463-3888 for more information. © 2020 WSN. All rights reserved.

Signage – Coronavirus.WA.Gov

INFORMATION FOR

[You & Your Family](#)

[Workers](#)

Businesses ▾

[Workplace safety guidance](#)

[Frequently asked questions for business](#)

Business Signage Toolkit

[Proclamación de trabajadores de alto riesgo](#)

Business Signage Toolkit

This page will host business communication resources to address common concerns about COVID-19. These resources are completely free to use, so please download and distribute as you wish.

We will continue to add to this page as new resources are developed. Please check back often.

PRINTABLE POSTERS FOR ESSENTIAL BUSINESSES

Files will open as a PDF that you can print.

- [Please wear a mask](#)
- [Retail stores: general](#)
- [Retail stores: fitting rooms](#)
- ["What does six feet look like?"](#)
- [Help keep Grocery store staff and customers safe](#)
- ["We offer delivery"](#)
- ["We offer pickup"](#)
- [Product Limit sign](#)
- [Customer Capacity Limit sign](#)
- [Hand-washing signs for the public and food workers](#) available in multiple languages.
- Coronavirus FAQ Infographics
 - [Color](#)
 - [Grayscale](#)
- Safe Start infographics
 - [Horizontal](#)
 - [Vertical](#)

STAYING SAFE

COVID-19 (coronavirus)

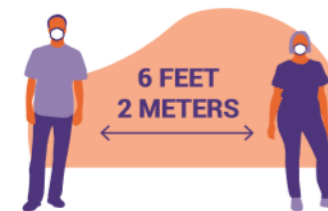
To keep our staff and our customers safe, we ask that you...

Wear a face mask



Please help keep everyone safe; wear a cloth face covering while shopping.

Stay 6 feet apart



Please try to stay at least 6 feet away from other people in the store.

We are now serving _____ people at a time in our store.



To ensure proper physical distancing and comply with state guidelines, we are operating at reduced capacity.

Spread the Facts

coronavirus.wa.gov

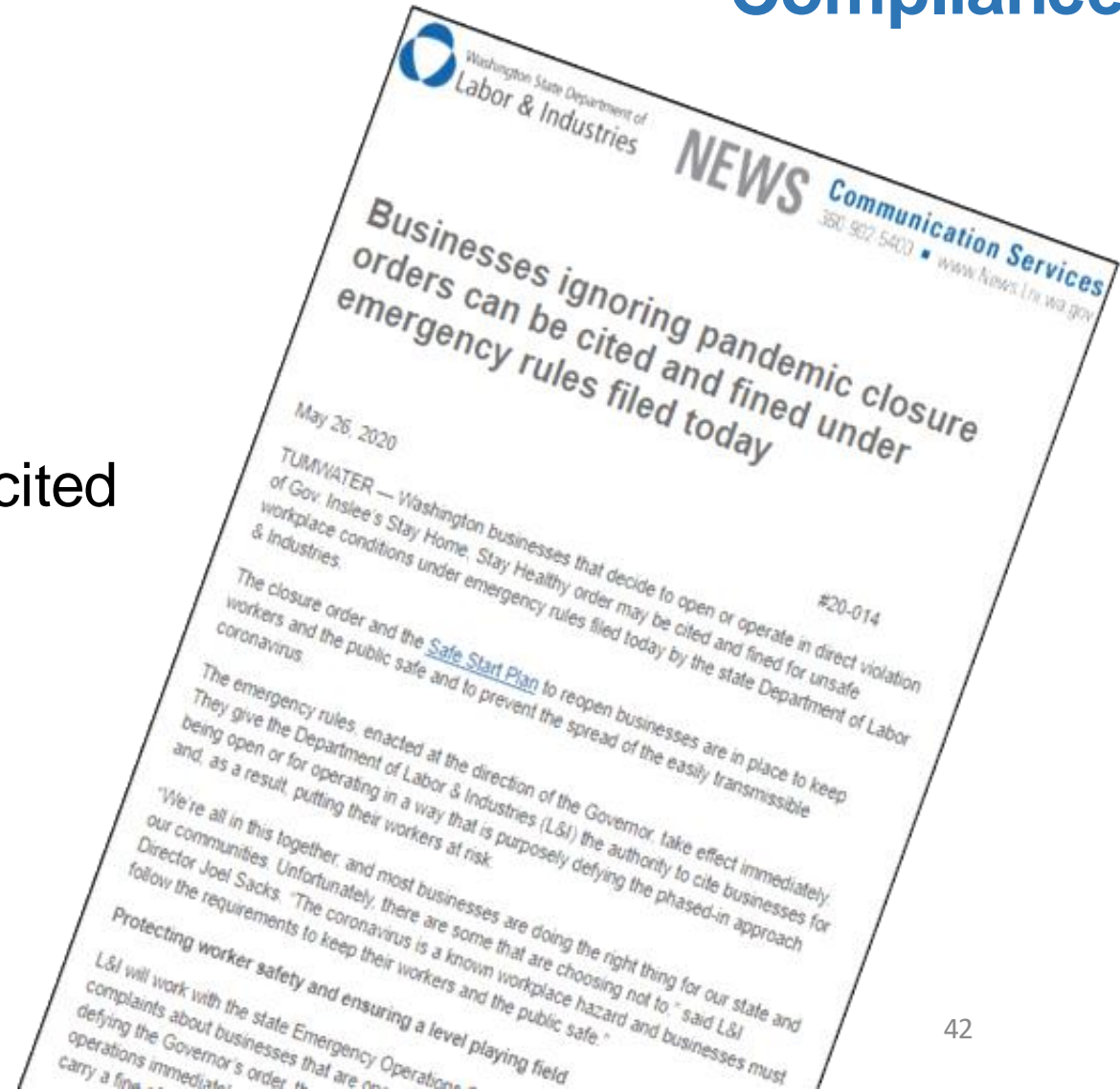
Division of Occupational Safety & Health - DOSH



Compliance

DOSH Compliance

- Workplace inspections
- Governor's Safe Start Plan
 - Businesses in violation can be cited
 - Fines of \$10,000 or more



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 **second quarter** 2020 premiums if qualifying businesses **filed on time** and **pay within 90 days**
- 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, 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 for more information

COVID-19 Related Resources



- [LNI.wa.gov](https://lni.wa.gov) – Coronavirus page
- [LNI.wa.gov/smallbusiness](https://lni.wa.gov/smallbusiness)

- **Small Business Liaison Office**
 - Celia Nightingale & Andrew Bryan
 - Email: smallbusiness@lni.wa.gov
 - Phone: 800-987-0145

- **DOSH Consultation**
 - Erica Minton
 - Email: Erica.Minton@lni.wa.gov



A screenshot of the Washington State Department of Labor & Industries website. The header includes a language menu with options like English, Español, and others. The main navigation bar lists categories such as Safety & Health, Claims, Patient Care, Insurance, Workers' Rights, and Licensing & Permits. A prominent banner features the text "Coronavirus Resources" and "L&I's coronavirus guidance: Answers to common questions" with a "LEARN MORE" link. To the right is a "Sign In to My L&I" form with fields for Username and Password, and a "SIGN IN" button. Below the banner are three action 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 & Publications".



Small Business Requirements and Resources

Washington State Department of Revenue
Customer Experience Team

Menu: Open a Business

1. Start a Scenario – Business Wizard
2. Read about
 - Ownership structure
 - Types of business
 - How to apply
 - City and State endorsements
3. More information column
 - Small business guidance
 - Attend a workshop (and request a visit from a tax consultant)

The screenshot shows the Washington State Department of Revenue website. The navigation menu includes 'Home', 'Open a business' (highlighted with a red box), 'Manage a business', 'Taxes & rates', 'File & pay taxes', 'Education', and 'Forms & publications'. The main content area is titled 'Open a business' and features an attention notice about the Voluntary Disclosure Agreement Program (VDA). Below this, there is a section for 'Start here to get licensing requirements for your business' with a 'Start a Scenario' button and a large number '1'. To the right, a 'More information' column lists 'Small Business Guidance', 'Attend a workshop', 'Reseller permits', 'Sales to nonresidents', and 'Business licensing FAQs', with a large number '3' next to 'Attend a workshop'. At the bottom, there are sections for 'Ownership structure' (with a large number '2'), 'Types of businesses', 'Apply for a license', and 'Plan for taxes'.

Tax Law Basics



Department of Revenue Washington State

Laws & rules Careers Contact About Log in

Search dor.wa.gov

Home Open a business Manage a business **Taxes & rates** File & pay taxes Education Forms & publications

Home / Find taxes & rates

Find taxes & rates

Sales & use tax rates

- Lookup a tax rate
- Tax rate lookup mobile app
- List of sales and use tax rates
- Tax rate change notices

- Sales & use tax rates
- Tax incentives
- Business & occupation tax
- Retail sales tax
- Use tax
- Property tax
- Other taxes (B&O)
- Income tax
- Use tax
- Property tax

Print

More information

- What's new
- Marketplace fairness
- Taxes due on recreational marijuana

Tax Law Basics-B&O Tax



B&O Tax

- Common classifications
- Classifications for common activities

Home / Find taxes & rates / Business & occupation tax

Print

Business & occupation tax

[What is the business and occupation \(B&O\) tax?](#)

[What is the B&O rate?](#)

[What credits are allowed?](#)

[How do I pay the B&O tax?](#)

What is the business and occupation (B&O) tax?

The state B&O tax is a gross receipts tax. It is measured on the value of products, gross proceeds of sale, or gross income of the business.

Washington, unlike many other states, does not have an income tax. Washington's B&O tax is calculated on the **gross** income from activities. This means there are no deductions from the B&O tax for labor, materials, taxes, or other costs of doing business.

What is the B&O tax rate?

The B&O tax rate varies by classification. Once you know which classification your business fits into you can find the rate that corresponds to your classification on our [list of B&O tax rates](#). If you're not sure of your classification, see our [tax classifications for common business activities](#) page or our [list of tax classification definitions](#).

More information

[Workforce education](#)

[Businesses who import goods to WA state](#)

[Register my business](#)

[Tax classifications for common business activities](#)

[Tax classifications](#)

[Deductions](#)

[Local B&O tax rates](#)

Forms & publications

[Business License Application](#)

[Excise tax returns](#)

[Small Business Credit Tables](#)

References

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Tax Law Basics-Sales and Use Tax



Sales and Use tax rates

- Vary by county, city, and other taxing boundaries
 - 7% - 10.5%
 - 6.5% state portion
- What, where, and which rate?

Home / Find taxes & rates / Sales & use tax rates

Print

Sales & use tax rates

Look up a tax rate

Use our Tax Rate Lookup Tool to find tax rates and location codes for any location in Washington. You'll find rates for sales and use tax, motor vehicle taxes, and lodging tax. Search by address, zip plus four, or use the map to find the rate for a specific location.

Look up a tax rate on the go

Download our Tax Rate Lookup App to find WA sales tax rates on the go, wherever your business takes you. Our mobile app makes it easy to find the tax rate for your current location. Just "tap to find the rate."

List of sales and use tax rates

Download the latest list of location codes and tax rates. Rates are available alphabetically by city/county, by cities group by county, and in Excel or QuickBooks file format.

Tax rate change notices

See current and past notices about changes to city and county sales tax rates.

Tax rate charts

Tax Rate Charts show how much sales tax is due based on the amount of a sale. The rate charts range from 7.0 percent to 20.5 percent and calculate up to a \$100 sale.

Determine the location of my sale

The rate you charge your customer depends on the type of transaction involved. Whether you're shipping a product, providing labor and services, or renting or leasing tangible personal property all determine the rate of sales tax to charge.

More information

[Download Sales Tax Rate Data](#)

[QuickBooks Quarterly Tax Rate Table](#)

[Tax Rate Lookup Tool](#)

[Lodging Information](#)

Forms & publications

[Current list of tax rates \(pdf\)](#)

[Local Sales and Use Tax Addendum \(pdf\)](#)

[Sales tax rate charts](#)

[Tax rate change notices](#)

[Destination-based sales tax \(pdf\)](#)

Tax Law Basics-Research



Research

- Click on Forms & Publications item on the menu bar
- Pubs: Top picks
 - Industry guides
 - Special notices
 - Tax topics
- Forms:
 - Reseller permits

A screenshot of the Washington State Department of Revenue website. The top navigation bar includes links for Home, Open a business, Manage a business, Taxes & rates, File & pay taxes, Education, and Forms & publications. The 'Forms & publications' menu item is highlighted with a red box. Below the navigation bar, the page title is 'Forms & publications' and there is a 'Print' button. The page is divided into two main sections: 'Forms' and 'Publications'. Under 'Forms', there are 'Top picks' including Business license, Business information change, Confidential License Information Authorization (CLIA), and Tax. Under 'Publications', there are 'Top picks' including Special Notices, Industry Guides, Business Tax Basics, Tax Topics, Interim Guidance Statements, Tax Incentives, List of Local Sales & Use Tax Rates, Business & Occupation (B&O) Tax, Retail Sales Tax, Amend My Return, and Tax Reference Manual. A yellow arrow points from the 'Industry Guides' link in the 'Publications' section to a larger, detailed list of links on the right side of the page. This list includes: Agriculture tax guide, Animal rescue organizations, Apportionment, Auto dealers, Bail bond agencies, Ballot measure requirements, Beauticians, Beekeepers tax guide, Child care, Commercial fishing, Construction, Convenience stores, Denturists, Direct sellers/multilevel organization, Farmers and the farming industry, Fishing charters, Food services and drinking places, Games, gambling and similar industries, and Guided hunting and fishing trips. A yellow arrow also points from the 'Reseller permits' link in the 'Forms' section to the 'Reseller Permit Application' link in the 'Forms' list.



Unclaimed Property

- Property held by an organization that has not had contact with the owner for an extended period of time.
 - ucp.dor.wa.gov



Programs for Veterans

For all of these programs, there are specific eligibility and documentation requirements. Some also have per employee, business, or statewide caps.

Search phrase	Program
<u>Hiring unemployed veterans</u>	Business can qualify for a B&O or PUT credit
<u>Active duty penalty waiver</u>	Penalty and interest waiver on a tax return or assessment. Taxes are not waived.
<u>Automotive adaptive equipment</u>	Sales and Use tax exemption for the buyer; seller still pays B&O tax
<u>Adaptive housing</u>	Buyer can apply for a refund of sales tax paid; seller still pays B&O tax

COVID-19 Online Resources



COVID-19 Pandemic

Our offices remain closed to the public. We can fully support you remotely. Visit our [Contact](#) page for options including live chat, phone, and submitting your questions electronically.

Business Relief: Revenue is ready to do everything it can to help "businesses stay in business." [Learn more.](#)

Nuestras oficinas permanecen cerradas al público. Obtenga más información en [alivio](#) para los negocios durante la pandemia de COVID-19.



[Laws & rules](#)

[Careers](#)

[Contact](#)

[About](#)

[Log in](#)

Search dor.wa.gov



[Home](#)

[Open a business](#) ▼

[Manage a business](#) ▼

[Taxes & rates](#) ▼

[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](#)



Office and Workload Impacts



All of our offices remain closed to the public.

- Phone or live chat M-F, 8 am-5 pm, 360-705-6705
- dor.wa.gov/ContactUs
- *Always available:* Website and My DOR

Wherever possible, please submit documents and file tax returns electronically. Paper documents take longer to process and we still have some backlog.

Tax Returns and Balances



Tax Returns

- File the return, even if you are unable to pay the tax owed.
 - If you can't file the return on time, request an extension *before* the due date.
 - If you missed the due date, reach out to us.
- Pay by the due date (or extension) to avoid:
 - Penalties – applied the day after your due date.
 - Interest – accrued daily on unpaid balances.
- Outstanding balances interest waiver
 - Feb 29 – October 1 or end of State of Emergency, whichever occurs first.

Property Tax

- Applies to personal property used in conducting business.
 - dor.wa.gov/taxes-rates/property-tax
 - dor.wa.gov/CountyContacts
- Late renewing your non-profit property tax exemption?
 - Penalties waived for renewals due Feb 2020-October 2020

County assessor and treasurer websites

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.

County	Assessor	Treasurer
ADAMS	Assessor	Treasurer
ASOTIN	Assessor	Treasurer
BENTON	Assessor	Treasurer
CHELAN	Assessor	Treasurer
CLALLAM	Assessor	Treasurer
CLARK	Assessor	Treasurer
COLUMBIA	Assessor	Treasurer
COWLITZ	Assessor	Treasurer

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, petitions or request for administrative review, and acknowledgment of any legal documents.

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

Updated Aug. 31, 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, forest tax, and tax deferrals. Check back for updates.

What if I am unable to pay my return?

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

Request a one-time extension for paying tax returns using one of the following methods:

- Apply in [My DOR](#).

Note: This option is only available for excise tax returns. This is not available for other tax types.

Additional resources

[Coronavirus.wa.gov](#)

WA State relief

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

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

Federal relief

New! [Taxability of federal financial assistance received for COVID-19](#)

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

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

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](#)

Contact

All offices are temporarily closed

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



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

360-705-6706 Español

360-704-5900 Remote sales and consumer use tax

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.

Additional services

- [Update my account information.](#)

Local offices ([map](#))

Bellingham Spokane

Bothell Tacoma

Kent Tumwater

Port Angeles Vancouver

Richland Wenatchee

Seattle Yakima

Additional Options

- DORCommunications@dor.wa.gov
- Secure messaging through My DOR



Department of Enterprise Services

Shana Barehand: shana.barehand@des.wa.gov

Erin Lopez: erin.lopez@des.wa.gov

- [Doing Business with DES](#)
- [DES Washington Electronic Business Solutions](#)
- [Open Checkbook](#): state agency payment information
- [Washington Data](#): the general purpose open data portal for the State of Washington
- Questions: WEBSCustomerService@des.wa.gov or (360) 902-7400, 8:00 a.m. to 5:00 p.m., Monday – Friday.



U.S. Small Business
Administration

Coronavirus Funding Options

**Economic Injury Disaster Loan (EIDL) &
Loan Advance**

Paycheck Protection Program (PPP)

As of September 15, 2020

Seattle District Office (206) 553-7310

Janie Sacco (202) 941-8148

Janie.sacco@sba.gov

Economic Injury Disaster Loan & Loan Advance (EIDL)

- SBA's EIDL program offers a low fixed interest rate (3.75% to for-profit businesses and 2.75% to non-profit businesses) and a 30-year maturity for a small business or non-profit. These loans can provide vital economic support to help alleviate temporary loss of revenue.
- EIDL assistance may be used for working capital purposes, i.e. all operating expenses, accounts payable, and eligible business loan payments.
- EIDLs may not be used for debt consolidation, capital expenditures, nor any other fixed asset expenditures.
- Reconsideration Requests email to: PDCrecons@sba.gov
- Collateral Change Requests email to: PDC.PDCAccountsCollateralReview@sba.gov
- No funds remaining for the EIDL Advance, but EIDL Applications are still be accepted through December 16, 2020.

Paycheck Protection Program (PPP)

The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll.

- August 8, 2020 was the program sunset in its current format.
- Approximately \$135 Billion Remain Unused. The House of Representatives and the Senate are discussing options for the use of the funds.
- Lenders have been accepting and processing Forgiveness Requests through the SBA Portal which opened August 10.
- At least 60% of the funds must be used for payroll related expenses and not more than 40% may be used for eligible interest expense on secured business loans, rent/lease payments, and utilities expenses; and FTE needs to be the same for full forgiveness.
- More information and answers to frequently asked questions available at: www.sba.gov/paycheckprotection

Paycheck Protection Program (PPP) Forgiveness

- Your **Covered Period** is 24 weeks from either the day you receive the funds if your payroll is twice a month or less frequently; **or** Your **Alternative Payroll Covered Period** is 24 weeks from the date of your first payroll after you receive your funds if your payroll is weekly or bi-weekly
- You may apply for forgiveness as soon as your funds have been spent
- Your PPP Forgiveness Application and documents supporting the use of the proceeds is submitted to your Lender
- Your Lender has 60 days from the date of a complete application to submit your request to the SBA and the SBA has 90 days to review the application
- Applications are available at: www.sba.gov/paycheckprotection
 - [Click here to download the Paycheck Protection Program Loan Forgiveness Application \(06-16-2020\) \(Spanish version\)](#)
 - [Click here to download instructions for the Paycheck Protection Program Loan Forgiveness Application \(06-16-2020\)](#)
 - [Click here to download the Paycheck Protection Program EZ Loan Forgiveness Application \(06-16-2020\)](#)
 - [Click here to download instructions for the Paycheck Protection Program EZ Loan Forgiveness Application](#)

SBA Resources Available for Veteran-Owned Businesses

- The SBA Guaranty Fee is waived for Veteran-Owned Businesses on the 7(a) Guaranty SBA Express Loans
- The SBA provides support for the Veterans Business Outreach Center :
 - The Veterans Business Outreach Center – VBOC - is committed to providing training and financing opportunities to entrepreneurs from the U.S. Military community.
 - A program of Business Impact NW in partnership with the U.S. Small Business Administration, VBOC equips veteran, active duty service members, and their spouses with the resources to successfully start and run their businesses. VBOC serves the military and veteran community in Washington, Oregon, Idaho and Alaska.
 - Contact Business Impact Northwest at vboc@businessimpactnw.org or on (206) 324-4330.

Your SBDC Advisor can assist you in many aspects of small business ownership, including start-up, growth and transition planning.

There is absolutely no cost to you!

**To find the Nearest Advisor:
<https://wsbdc.org/contact-an-advisor/washington@wsbdc.org>**



In Lacey/Olympia:



Jennifer Dye, MBA
Center Director
jdye2@spscc.edu
360-709-2050



Business-Friendly Programs



**Employment
Security
Department**
WASHINGTON STATE





ESD Website Resources

The screenshot shows the ESD website with several red annotations: a box around the 'ALERTS (5)' dropdown menu, a box around the 'EMPLOYER RESOURCES' navigation link, and a large box around the 'Affected by COVID-19' section.

ALERTS (5)

Employment Security Department
WASHINGTON STATE

HOME UNEMPLOYMENT PAID LEAVE JOBS & TRAINING UNEMPLOYMENT TAXES **EMPLOYER RESOURCES** LABOR MARKET INFO NEWSROOM

Search Español

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](#)

Returning to work

As the economy reopens in phases during the COVID-19 crisis, we and our workforce partners offer continued unemployment and re-employment services.

Please visit the **Return to work** page for a range of resources for workers and employers.

[Return to work](#)

The **Refusal of work** page responds to questions about an employee not returning to their job, as well as potential employer responses.

[Refusal of work](#)

Employers: We can help

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

[Learn More](#)

Affected by COVID-19

- **Lost Wages Assistance** is a federal program that adds \$300 for each week the program remains federally funded. If you receive unemployment benefits for certain weeks **and** you are unemployed or working fewer hours because of the COVID-19 pandemic, you may be eligible for these benefits.
- The federal CARES Act expands unemployment benefits to people affected by COVID-19. If you are not eligible for regular unemployment, learn more about Pandemic Unemployment Assistance here:
[Self-employed and independent contractors](#)
[Sick or caring for a family member](#)
[Lost work or part-time worker](#)

Imposter fraud

Do you suspect someone has filed for unemployment benefits using your information?

[Report it](#)

Business-Friendly PROGRAMS

Among these nationally recognized programs and services are...



SharedWork

SharedWork provides flexibility to employers in retaining their skilled employees at reduced hours in place of completely laying them off. An employer can temporarily reduce employees' hours 10 to 50 percent and qualified workers receive partial unemployment benefits to replace a portion of their lost wages.

More than 99 percent of businesses who have benefited from this program would recommend it to other employers. SharedWork is a shared win for Washington because businesses win, employees win and communities win!

Apply now! The SharedWork application is easy and takes only about 10 minutes to complete at esd.wa.gov/sharedwork/apply

Visit us at sharedworkwa.com
800-752-2500



Work Opportunity Tax Credit

The program provides a tax incentive for employers to hire certain job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance by reducing their federal business taxes by \$2,400 - \$9,600.

Qualified groups include: veterans, Supplemental Nutrition Assistance Program recipients, long-term unemployed, ex-felons, Supplemental Security Income recipients, vocational-rehabilitation referrals as well as short- and long-term Temporary Assistance for Needy Families recipients.

Federal Bonds can be applied to any job with any employer, in any state, and cover any employee dishonesty committed on or away from the workplace.

Apply at esd.wa.gov/wotc
360-902-9326



Paid Family & Medical Leave

Paid Family and Medical Leave is a new statewide insurance program that provides stability for companies while giving Washingtonians support when they can't be at work. The program is funded by premiums paid by many employers and their employees through payroll withholding. Small businesses with fewer than 50 employees are exempt from paying the employer portion of the premium but must still withhold from their employees.

Starting in 2020, all eligible part-time, full-time, seasonal and temporary Washington workers will be able to take leave for their own serious illness or injury; to care for an ill or injured family member; for parental leave for birth, adoption or foster placement of a child; and military family leave.

Visit us at www.paidleave.wa.gov
833-717-2273



Labor Market Information

Our website contains valuable data and analysis of Washington's employment conditions, economy, job market and workforce. The tools and reports help job seekers, employers and public officials make informed career, business and policy decisions.

Data + analysis = informed decisions.

Search our data. It's quick, it's easy and it's right at your fingertips.

- Monthly indicators
- Wage and economic data reports
- Industry and occupational employment estimates

Visit us at esd.wa.gov/labormarketinfo
360-507.9621



Tax and Wage

The Tax and Wage branch ensures employers have a fair and accurate annual unemployment insurance (UI) tax rate. It also verifies and adjusts wage records and provides education on state guidelines and policies related to UI taxes.

UI taxes are paid by employers and are determined by a formula intended to maintain liquidity in the Benefit Trust Fund to pay for unemployment benefits during a severe recession. The two main components of state unemployment taxes are experience-rated tax and social-cost tax. A third, small portion is the Employment Administrative Fund to pay for job seeker programs.

Visit us at esd.wa.gov/employer-taxes
855-829-9243



WorkSource

WorkSource is a partnership of state and local government agencies (including Employment Security), colleges and non-profit organizations that offer employment services for job seekers and businesses. There are about three dozen full-service WorkSource centers open to the public across the state, plus several dozen satellite sites that offer a smaller array of services.

WorkSourceWA.com is a powerful recruitment tool changing the way you look for and hire talent. Our value proposition includes face-to-face support with representatives who offer additional assistance with recruitment, host targeted hiring events and job fairs, provide training resources from apprenticeships to internships and more.

Visit us at WorkSourceWA.com
888-316-5627



Employment Security Department
WASHINGTON STATE

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

Washington **Paid Family & Medical Leave**

 **Employment Security Department**
WASHINGTON STATE

Paid Family and Medical Leave



Small Businesses Collecting Premiums



Collecting premiums: Fewer than 50 employees

Paid Family and Medical Leave is funded through premiums paid by employers and employees. The premium is 0.4% of each employee's gross wages, not including tips, up to the Social Security cap (\$132,900 in 2019).

If your business has fewer than 50 employees, your responsibilities are different from larger businesses.

Your Role and How You Benefit



EMPLOYEE PREMIUM (MANDATORY FOR ALL EMPLOYEES)

- About $\frac{2}{3}$ of the premium is the employee's share.
- Employers are required to pay this portion of the premium to the state for every employee.
- The premium can be withheld from your employees' paychecks, or your business can pay it on their behalf.



EMPLOYER PREMIUM

(optional for businesses with fewer than 50 employees)

- About $\frac{1}{3}$ of the premium is the employer's share.
- If your business has 50 or more employees, you must pay the employer share of the premium.
- If you have fewer than 50 employees, the employer premium is optional.
- If your small business chooses to pay the employer share of the premium, you will receive additional benefits for your business.

Important Dates for Reporting



When to report wages and hours and pay premiums

- As a Washington employer, you are required to report your employees' wages and hours and pay premiums on a quarterly basis—unless you had no payroll expenses during that quarter.

No payroll? No report. You do not have to file a report for quarters where you had no hours worked or wages.

Here's when to submit your reports and payments:

Report & Payment Due: April 30
Q1: January, February, March

Report & Payment Due: July 31
Q2: April, May, June

Report & Payment Due: October 31
Q3: July, August, September

Report & Payment Due: January 31
Q4: October, November, December

Small Business Assistance Grants



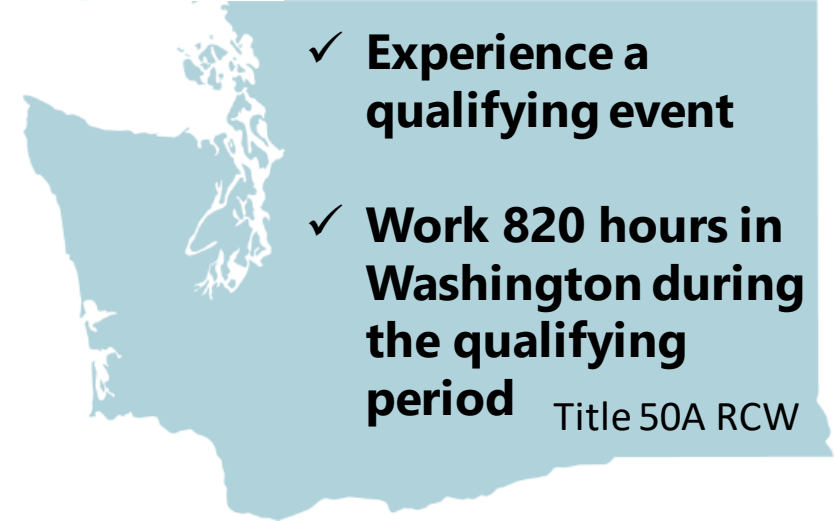
Small business assistance grants are available to employers with 150 or fewer employees.

- These grants provide up to \$3,000 to help cover costs associated with employees on leave.
- An employer may apply for up to 10 of these grants each year, with one per employee on leave.
- Employers with fewer than 50 employees that choose to pay the employer portion of the premium can also be eligible for these grants.

How is business size calculated?

- ESD will calculate your business's size on an annual basis Sept. 30 of each year.
- It is based on your average employee headcount over the previous four quarters as reflected in the reports you submit to ESD.
- It is not calculated by FTE positions.

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					
\$7000	\$4500	\$6000	\$4700	\$6000	Current Quarter
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

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.
- For more info: <https://esd.wa.gov/employer-taxes/tax-penalty-waiver>

Important reporting dates



Here's when to submit your reports and payments:

Report & Payment Due: April 30
Q1: January, February, March
Report & Payment Due: July 31
Q2: April, May, June
Report & Payment Due: October 31
Q3: July, August, September
Report & Payment Due: January 31
Q4: October, November, December

2020

January						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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23	24	25	26	27	28	29

March						
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29	30	31				

April						
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26	27	28	29	30		

May						
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24	25	26	27	28	29	30
31						

June						
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July						
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August						
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30	31					

September						
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26	27	28	29	30		

October						
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November						
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22	23	24	25	26	27	28
29	30					

December						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Relief of Benefit Charging



- **Standby** – Legislation passed \$25M to provide tax relief to small businesses impacted by COVID-19.
 - Taxable employers only
 - For benefits paid for weeks starting Feb. 29 to July 4
 - Must hire employees back and work 4 weeks with at least 90% pay,
 - Or 1 week if fired for misconduct or quits for reasons not attributable to the employer
 - Must have submitted all reports by Sept. 30, 2020
 - Must have paid all taxes, penalties and interest by Sept. 30, 2020, or be on a payment plan
 - Submit application on our form by Sept. 30, 2020
- 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.

Relief of Benefit Charging



- **SharedWork** participating employers – On June 19, 2020, the Governor issued an emergency proclamation that waived and suspended RCW 50.60.110(1), which requires us to charge taxable and reimbursable employers for SharedWork benefits. The proclamation was extended until October 1, 2020, or until the state of emergency ends, whichever comes first.
- CARES Act covers 100% of the benefits.
- Both taxable and reimbursable employers participating in the SharedWork program are not charged.

Relief of Benefit Charging



Reimbursable employers **NOT** in the SharedWork program:

- **Reimbursable** - The federal government will pay 50% of all benefit charges.
- Reimbursable employers pay state for 100% of benefits paid and the state gives 50% back to the employer.

Emergency Laws and Rules



Work search requirements

- Job search requirements and the wait week requirement have been extended through Oct. 1. Answer “no” to the job search question on your weekly claim. Please go to www.esd.wa.gov and preview ALERTS.
- Most separations occurring March 23, 2020 or later, due to COVID-19 are considered a lack of work.
 - Standby is ONLY a work search waiver. It is not necessary to request standby during a time period when work searches are being waived.



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) - concluded

- ~~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.~~

Lost Wages Assistance (LWA)



New program regarding unemployment benefits:

Lost Wages Assistance - LWA

- Emergency temporary stop gap.
 - Approved for weeks ending August 1 through Sept.5
- Pays \$300 additional per week for individuals who have lost their jobs due to the COVID-19 pandemic and are Unemployed or partially unemployed due to disruptions cause by COVID-19.

PPP and Unemployment



PPP loan - you must report the gross amount of money when used.

- The claimant (you) files during the week to which the payments were assigned, the money is deductible.

Unemployment example -

- The claimant (you) works 20 hours and earns \$20 an hour.
- File the weekly claim reporting having worked a total of 20 hours and earned \$400.

PPP loan forgiveness requirements are not the purview of ESD. All other questions must be directed towards the Small Business Administration.



Work Opportunity Tax Credit



WHAT DOES WOTC DO?



- The Work Opportunity is a tax incentive for employers to hire certain job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.
- Participating employers are able to reduce their Federal income tax liability by \$2,400-\$9,600 per eligible employee.
- All applications must be submitted within 28 days of the employee's start date.
- In 2019 Washington State employers received \$114M of potential tax credit savings using the WOTC program.

WORK OPPORTUNITY TAX CREDIT



Veteran Target Groups	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
Received (food stamps) benefits 3 of last 15 months	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
Disabled Veteran hired within 1 year of leaving service	Up to \$3,000 (25% of \$12,000 of first-year wages)	Up to \$4,800 (40% of \$12,000 of first-year wages)
Disabled Veteran Unemployed at least 6 months	Up to \$6,000 (25% of \$24,000 of first-year wages)	Up to \$9,600 (40% of \$24,000 of first-year wages)
Unemployed at least 4 weeks	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
Unemployed at least 6 months	Up to \$3,500 (25% of \$14,000 of first-year wages)	Up to \$5,600 (40% of \$14,000 of first-year wages)

Veteran supporting documentation must be provided within 90 days of WOTC application submission.

WORK OPPORTUNITY TAX CREDIT



Other WOTC Target Groups	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
Received (food stamps) benefits <i>Age 18-39 qualifying individual or family member received benefits 6 months prior to hire date</i>	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
Short Term TANF Recipient <i>TANF recipient 9 of last 18 months</i>	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
Long Term TANF Recipient <i>TANF recipient last 18 consecutive months or received 18 months of TANF combined with final payment within last 2 years</i>	N/A	Up to \$9,000 (40% of \$10,000 of first-year wages and 50% of \$10,000 of second-year wages)
Vocational Rehabilitation Referral <i>Participant in a state or federal vocational-rehabilitation program and had a written plan within the last 2 years</i>	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)

Other WOTC Target Groups	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
Ex-Felon <i>Convicted of a felony within one year prior to the hire date; or released from incarceration within one year prior to the hire date</i>	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
SSI Recipient <i>Received SSI payment in any month within 60 days of being hired</i>	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
Long-term unemployed <i>Individual who has been unemployed at least 27 consecutive weeks and received at least one week of unemployment compensation</i>	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)

WORK OPPORTUNITY TAX CREDIT



8850 Pre-Screening Notice and Certification Request for the Work Opportunity Credit
 (Rev. March 2016) Department of the Treasury Internal Revenue Service OMB No. 1545-1500

Information about Form 8850 and its separate instructions is at www.irs.gov/form8850.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name _____ Social security number ► _____

Street address where you live _____

City or town, state, and ZIP code _____

County _____ Telephone number _____

If you are under age 40, enter your date of birth (month, day, year) _____

- Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- Check here if **any** of the following statements apply to you.
 - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
 - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
 - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
 - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
 - Received SNAP benefits (food stamps) for the past 6 months; or
 - Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
 - During the past year, I was convicted of a felony or released from prison for a felony.
 - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
 - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
- Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
- Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
- Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
- Check here if you are a member of a family that:
 - Received TANF payments for at least the past 18 months; or
 - Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; or
 - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.
- Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ► _____ Date _____

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 22951L Form **8850** (Rev. 9-2016)


U.S. Department of Labor Employment and Training Administration Individual Characteristics Form (ICF) Work Opportunity Tax Credit OMB Control No. 1205-0371 Expiration Date: January 31, 2020

1. Control No. (For Agency use only)		2. Date Received (For Agency Use only)	
APPLICANT INFORMATION (See instructions on reverse)			
EMPLOYER INFORMATION			
3. Employer Name		4. Employer Address and Telephone	5. Employer Federal ID Number (EIN)
APPLICANT INFORMATION			
6. Applicant Name (Last, First, MI)		7. Social Security Number	8. Have you worked for this employer before? Yes ___ No ___ If YES, enter last date of employment: _____
APPLICANT CHARACTERISTICS FOR WOTC TARGET GROUP CERTIFICATION			
9. Employment Start Date		10. Starting Wage	11. Position
12. Are you at least age 16, but under age 40? If YES, enter your date of birth _____		Yes ___ No ___	
13. Are you a Veteran of the U.S. Armed Forces? If NO, go to Box 14. If YES, are you a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (Food Stamps) for at least 3 months during the 15 months before you were hired? If YES, enter name of primary recipient _____ and city and state where benefits were received _____ OR, are you a veteran entitled to compensation for a service-connected disability? If YES, were you discharged or released from active duty within a year before you were hired? OR, were you unemployed for a combined period of at least 6 months (whether or not consecutive) during the year before you were hired?		Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	
14. Are you a member of a family that received Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) benefits for the 6 months before you were hired? OR, received SNAP benefits for at least a 3-month period within the last 5 months But you are no longer receiving them? If YES to either question, enter name of primary recipient _____ and city _____ And state where benefits were received _____		Yes ___ No ___ Yes ___ No ___	
15. Were you referred to an employer by a Vocational Rehabilitation Agency approved by a State? OR, by an Employment Network under the Ticket to Work Program? OR, by the Department of Veterans Affairs?		Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	
16. Are you a member of a family that received TANF assistance for at least the last 18 months			

1

www.esd.wa.gov/wotc



 **Employment Security Department**
WASHINGTON STATE

Search

HOME **UNEMPLOYMENT** **JOBS & TRAINING** **EMPLOYER TAXES** **EMPLOYER RESOURCES** **LABOR MARKET INFO** **NEWSROOM**

QUICK LINKS

FREQUENTLY USED LINKS
The SharedWork Program
Work Opportunity Tax Credit (WOTC)

FORMS
SharedWork forms and media library
Employer resources forms and publications library
WOTC pre-screening form (IRS form 8850) (PDF)
WOTC individual characteristics form (ETA form 9061) (PDF)

RELATED LINKS
Labor market info
Washington State Small-Business Guide
Steps to open a secure email from ESD

CONTACT US
Contact a local WorkSource

Work Opportunity Tax Credit (WOTC)

The WOTC is a tax incentive for employers to hire certain hard-to-place job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.

Employers can reduce their federal business taxes by anywhere from \$2,400 to \$9,600 per eligible employee. The amount employers get is based on:

- The employee's target group
- Wages earned and hours worked by the employee

Employers cannot claim the WOTC for:

- Relatives
- Former employees
- Undocumented aliens

[Work Opportunity Tax Credit fact sheet](#) - for a program overview and recent statistics
[U.S. Department of Labor website](#) - for updates and more information

To apply online
You must have a SecureAccess Washington (SAW) account **and** a WOTC account. Read [How to apply](#) then [start here](#).

All applications must be submitted within 28 days of the employee's start date.

WOTC resources:
[Online filing system](#) | [Eligibility](#) | [How to apply](#) | [Application deadlines](#)

For more information: email ESDGPWOTC@esd.wa.gov or call 360-902-9326

Applications ~ Employer representatives ~ Employers ~ Printing ~ Help ~

Home

Work Opportunity Tax Credit (WOTC)

A few pointers before you start:

- Employers and authorized representatives must submit applications within 28 days of the day the job applicant starts work
- Employers and representatives must receive certification from the Employment Security Department in order to claim these federal tax credits
- Employer representatives must submit a valid Power of Attorney in order to act on an employer's behalf
- Employers have no limit to the number of individuals they can hire who qualify for the tax credit

➔ **The bulk upload feature is now available.** Select the button below or the *Applications* tab above.

Start new application	WOTC 8850 form (PDF)
Search applications	WOTC 9061 form (PDF)
Bulk application upload	Eligible target groups
Create new representative	Employer's guide (PDF)
Search representatives	Power of Attorney (PDF)

To check the status of an application

1. Select the *Search applications* button or the *Applications* tab above
2. Search by application number or Social Security number, or select the desired application from the list
3. Check the *Status* column

To submit documentation

1. Select the *Search applications* button or the *Applications* tab above
2. Select the desired application and navigate to the *Submit* page

FEDERAL BONDING PROGRAM



- Created in 1966 by USDOL, the Federal bonding program protects employers against employee act of dishonesty. The bond provides 100 percent coverage and has no deductible.
- Employers receive the bonds free-of-charge. Each new hire can be bonded from **\$5,000 - \$25,000** with \$0 deductible covering the first six months of employment.
- Bonds can be applied to ANY full- or part-time employee paid wages (with Federal taxes deducted from pay), including individuals hired by temp agencies. *Self-employed people cannot be covered by Fidelity Bonds

www.esd.wa.gov/bonding



esd.wa.gov/about-employees/federal-bonding



ALERTS



Search

HOME UNEMPLOYMENT PAID LEAVE JOBS & TRAINING UNEMPLOYMENT TAXES EMPLOYER RESOURCES LABOR MARKET INFO NEWSROOM

QUICK LINKS

FREQUENTLY USED LINKS

The SharedWork Program
Work Opportunity Tax Credit (WOTC)
The H-2A Program
Business layoff assistance

FORMS

SharedWork forms and media library
Employer resources forms and publications library
WOTC pre-screening form (IRS form 8850) (PDF)
WOTC individual characteristics form (ETA form 9061) (PDF)
Paid Family and Medical Leave employer toolkit (PDF)

RELATED LINKS

Labor market info
Washington State Small-Business Guide
Steps to open a secure email from ESD

CONTACT US

Contact a local WorkSource

Federal bonding

The fidelity bonds issued by the Federal Bonding Program (FBP) protect employers against employee fraud and dishonesty. Employers receive the bonds free-of-charge as an incentive to hire these applicants. The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to \$5,000 during the first six months of a selected individual's term of employment.

The mission of the FBP is to give employers the peace of mind that you can safely provide all individuals job opportunities with limited risk.

The FBP helps reduce barriers for justice-involved individuals, as well as others who have difficulty securing employment and getting their lives back on track, building stronger, healthier communities.

TO APPLY:

Print and fill out the [Washington State Bond Request form](#) (pdf) and return to Clancy Mullins, State Bonding Coordinator at PO Box 9046, Olympia, WA 98507, or bonds4jobs@esd.wa.gov.

FOR MORE INFORMATION:

- Read the [Federal Bonding Program informational brochure](#) for Employers and Job Seekers
- Visit the [Federal Bonding Program website](#)
- See Employment Security's [Federal Bonding fact sheet](#)

CONTACT:

Call 800-669-9271 or email bonds4jobs@esd.wa.gov, for additional information.

WASHINGTON STATE BOND CERTIFICATION FORM

MAIL or EMAIL to: Clancy Mullins / State Bonding Coordinator
Employment Security Department
PO Box 9046
Olympia, WA 98507-9046
Phone: 1-800-669-9271
bonds4jobs@esd.wa.gov

EMPLOYER RECEIVING BOND

COMPANY NAME & INDUSTRY _____
FEIN - _____
CONTACT PERSON NAME - _____
PHONE NUMBER - _____
ADDRESS - _____
CITY/STATE/ZIP - _____

WORKER COVERED BY BOND (please print clearly)

LAST NAME - _____ FIRST NAME _____
BOND EFFECTIVE DATE _____ SOC. SECURITY # _____
Occupation: _____ Ethnicity: _____
Reason for bond: Justice Involved Other Starting wage _____ per hr.

BOND INSURANCE AMOUNT REQUESTED

\$ 5,000 (If requesting more than \$5K, provide information on why higher amount is needed.)

(\$5K, \$10K, \$15K, \$20K, \$25K)

SIGNATURE (must be signed by originator and legible)

TELEPHONE #

WORK OPPORTUNITY TAX CREDIT & FEDERAL BONDING



Program Coordinator: Clancy Mullins

Phone: (800) 669-9271

Email: cmullins@esd.wa.gov

www.esd.wa.gov/wotc

www.esd.wa.gov/bonding



SharedWork is
a shared win

BUSINESSES WIN. EMPLOYEES WIN.
COMMUNITIES WIN.



SharedWork overview - award winning video



[Watch the SharedWork award winning video at -](#)

<https://esd.wa.gov/SharedWork/library/videos>

Select: Program overview

COVID-19 and SHAREDWORK



- For claimants to be on SharedWork, their employers must apply to participate in the program. It allows employers to reduce hours by as much as 50 percent, while their employees collect partial benefits to replace a portion of their lost wages.
- We use [the SharedWork chart](#) to deduct their earnings from their weekly benefits.
- If approved for SharedWork, employers can request a relief of benefit charges.
- SharedWork is for employees who are both permanent, and who are paid hourly (or can calculate their salaries as an hourly wage).

COVID-19 and SHAREDWORK



IMPORTANT NOTES:

- Claimants on SharedWork do not have to look for other work.
- They must be available for all work offered by their regular employer.
- Employers must continue to pay for employees' health insurance.
- SharedWork plans last one year and have a maximum benefits payable amount.
- Employees who work fewer hours may run out of benefits more quickly.
- SharedWork participants may be eligible for benefit extensions.

SHAREDWORK happenings...



For peace of mind, call and let us help
determine your eligibility.
800-752-2500

Helpful Web Pages



1. ESD homepage: <https://esd.wa.gov>
2. Strategies that work: <https://esd.wa.gov/unemployment/help>
3. COVID-19 Page: <https://esd.wa.gov/newsroom/covid-19>
4. FAQ for businesses page: <https://esd.wa.gov/newsroom/covid-19-employer-information>
5. Operation 100%: <https://esd.wa.gov/unemployment/adjudication>
6. Work/job search requirements: <https://esd.wa.gov/unemployment/job-search-requirements>
7. Extension of benefits: <https://esd.wa.gov/unemployment/benefit-extensions>
8. WorkSource resources: <https://www.worksourcewa.com/>
9. *ESD Facebook*: <https://www.facebook.com/WashingtonESD>

Contact Us



esd.wa.gov
esd.wa.gov/wotc
esd.wa.gov/bonding
esd.wa.gov/sharedwork
paidleave.wa.gov



paidleave@esd.wa.gov
sharedworkplansect@esd.wa.gov



833-572-8400 – UI hotline (7a.m. to 4 p.m. Mon. – Sat.)
800-318-6022 – Online weekly claims (7a.m. to 4 p.m. Mon. – Sat.)
855-829-9243 – Employers
833-717-2273 – PF&ML
800-752-2500 – SharedWork
800-669-9271 – WOTC & Bonding

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



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Thank you



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EMPLOYERS RECOGNITION
& RESOURCE SHOWCASE

September 14-18

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