This document contains tools for the Los Angeles manufacturing industry to plan for the safety of employees as it prepares to resume operations during the COVID-19 pandemic.

This material has been developed in collaboration with a working group of industry representatives. It takes into account guidance from federal and state agencies as well as industry organizations. It is intended as supplemental information to businesses as they develop COVID-19 preparedness plans. It does not replace Los Angeles County Public Health required protocols from the state of California.

As of date of publication of this document – May 21, 2020 – manufacturers that supply retail business are currently permitted for operation. Please refer to the Los Angeles County Public Health Department for the required protocols for allowable activity for your business at this time.

This document will continue to evolve to adapt to developments in the overall public health conditions of Los Angeles. The latest information can be found on Coronavirus.LACity.org/Business.
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Developed in collaboration with Los Angeles County, City of Los Angeles, and Industry Working Groups

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Preparing to Resume Operations
Manufacturing

The questions below bring up common topics manufacturing businesses may need to address to safely resume operations. This is not an exhaustive list. Each business will need to adapt their plan to address their unique business circumstances and needs. You may find it helpful to write down your plan for some questions.

Physical distancing:
- Have you reconfigured floor plans to ensure workstations are 6 ft apart? Installed physical barriers when that is not possible?
- Have you changed worker schedules to maximize physical distancing during start / end / break times?
- Do you have a plan to maximize physical distancing in break rooms, in cafeterias, around time clocks, and around shared appliances (e.g., refrigerators, microwaves)?
- Have you created one-way paths throughout worksite?
- Do you have a plan to monitor physical distancing throughout worksite (e.g., manufacturing floor, outdoor areas, break rooms)?

Cleaning and sanitizing:
- Have you deep-cleaned your facility?
- Do you have enough cleaning supplies in inventory?
- Do you have a disinfection plan for workstations and common areas? High-touch surfaces?

Employee health and personal hygiene:
- Do you have enough masks, gloves, and other PPE required for employees in inventory?
- Do you have enough hand sanitizer / hand soap for employees?
- Do you have a plan to screen employees for symptoms before entering the worksite?
- Do you have a response plan in case an employee tests positive?

Facility safety:
- Do you have a process to log all employees / visitors on worksite?
- Have you identified high-touch items you will remove or modify?
- Have you posted signs to remind employees of best practices? Where will they be posted?
- Is the HVAC system working properly? Have air ducts been cleaned recently?

Visitor expectations:
- Have you limited unnecessary visits?
- Do you have plan to make sure visitors are informed and prepared to visit worksite?

Employee support:
- Have you trained employees on COVID-19 health and safety guidelines before returning to work?
- What has been done to better understand stressors, anxieties, and other COVID-19 related concerns of employees returning to work? Have you taken steps to address concerns?

Employee notification:
- Has 5 day notice been provided to recall any furloughed employees? (For more information, please see City of Los Angeles Ordinance 186602.)
Best Practices for Safe Operations
Manufacturing

The following list contains Los Angeles County protocols and additional suggestions for manufacturing businesses to safely resume operations. These suggestions should be adapted based on the unique circumstance of each business.

These suggestions are not exhaustive. They will continue to be refined and revised. You can find the latest on Coronavirus.LACity.org/Business.

Physical Distancing *(continued on next page)*

Los Angeles County guidelines

- Alternate, staggered or shift schedules have been instituted to maximize physical distancing
- All workstations/areas are separated by at least six feet
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times
- The number of employees on site at any time has been reduced as needed to permit compliance with physical distancing and infection control requirements
- If employees must line up for symptom checks before entering, barriers or markings at 6 foot intervals have been placed to permit physical distancing
- Separate entry and exit points have been identified to minimize crowding, allow for monitoring of occupancy and leave room for symptom checks as employees enter. If the facility has only one employee entrance, we have left an adequate gap between shifts to avoid entryway crowding
- Employees have been instructed to maintain at least a 6 foot distance from each other in all areas of the workplace
- If applicable, elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders
- If applicable, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells
- Furniture placement in offices, public seating areas and other non-warehouse or production areas is reconfigured to support physical distancing
- If applicable, aisles on the warehouse or shop floor is designated as one-way to support physical distancing
- Common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet
- Occupancy in employee restrooms, break rooms and other common areas is limited to permit physical distancing
- Transfer aiding materials, such as shelving or bulletin boards, is installed to avert the need for person-to-person hand-offs
- Work flow is reviewed and changes made if needed to permit physical distancing during pickups and deliveries
Physical Distancing *(continued from prior page)*

**Additional suggestions**

- Update floor plans for common seating areas, redesigning seating arrangements to ensure at least six feet of separation between tables, desks, etc. (use individual seating if possible)
- Use floor markings to promote physical distancing and mark equipment, tables, and chairs not in use
- Stagger positions of stationary workspaces so employees can avoid sitting directly next to or opposite one another
- Consider closing shared spaces in which physical distancing would be difficult to enforce or maintain (e.g., break rooms, cafeterias; provide alternative spaces for breaks and mealtimes as needed)
- Develop plan to reduce congestion around time clocks or other congregation points
- Install physical barriers (e.g., plexiglass, plastic curtains) where 6 feet of spacing is not possible and consider physical barriers as supplemental precaution where 6 ft is possible
- Avoid in-person meetings as much as possible
- Prohibit handshaking and engaging in any forms of unnecessary physical contact
- Limit worker rotations to different workstations and equipment
- Limit intermixing of different work groups
- Segment worksite into discrete zones and prevent movement between zones
- Consider extending hours of operations to reduce worker density on worksite
- In instances where physical distancing is not possible, employees should wear face masks and face shields, wear gloves, and sanitize hands before and after interaction
## Best Practices for Safe Operations

### Manufacturing

#### Cleaning and Sanitizing

**Los Angeles County guidelines**

- Break rooms, restrooms and other common areas are disinfected frequently
- Disinfectant and related supplies with manufacturer’s instructions plainly visible are available to employees at specified locations
- Hand sanitizer effective against COVID-19 is available to all employees at specified locations
- Employees are allowed frequent breaks to wash their hands
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated
- Common areas and frequently touched objects on the production floor and in office and common areas (e.g., tables, counters, doorknobs or handles) are disinfected on an hourly basis during business hours using EPA approved disinfectants according to manufacturer’s instructions
- Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently
- Restrooms are sanitized regularly using EPA approved disinfectants according to the manufacturer’s direction on a specified schedule
- Hard hats and face shields are sanitized at the end of each shift
- Delivery vehicles and equipment are cleaned before and after delivery routes
- Delivery vehicles carry additional sanitation materials during deliveries
- Delivery drivers and other employees responsible for deliveries use clean personal protective equipment for each delivery stop
- Inspect incoming deliveries and perform disinfection measures where appropriate prior to storing goods in warehouses and facilities
- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility

#### Additional suggestions

- Complete thorough and detailed cleaning of entire facility prior to resuming operations, with focus on high touch areas
- Disinfect all reused or shareable material / equipment between each use (e.g., shared tools, clipboards)
- Clean and sanitize all applicable machinery, workstations and equipment used between worker rotations
- Where possible, keep disinfection log on any shared machinery and equipment
- If an employee tests positive, close off areas used by sick person until any areas affected can be cleaned and disinfected per CDC guidelines
- Ensure sanitary facilities are operational and stocked with soap, hand sanitizer, and paper towels at all times
- Provide enough time for workers to clean before, during and after shifts; workers should be compensated for time spent on cleaning tasks they are assigned
- Cleaning staff should wear appropriate PPE for all cleaning tasks, including handling trash
- All employees should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds

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This presentation is guidance only. It does not constitute medical or safety advice, nor is it a formal endorsement or recommendation of a particular response.
Employee Health and Personal Hygiene *(continued on next page)*

**Los Angeles County guidelines**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. A temperature check should also be done if feasible.
- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms or outdoor eating areas to assure that masks are worn consistently and correctly.
- Work processes are modified as necessary to assure that face coverings and other required personal protective equipment do not jeopardize worker safety.
- Workers are enlisted and supported as peer educators, reinforcing instructions around physical distancing and infection control.
- A copy of the Los Angeles County protocol has been distributed to each employee.
- This protocol and other COVID-19 related materials offered in translation on the County DPH Coronavirus Website are provided to employees in their own languages when available.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
Employee Health and Personal Hygiene (continued from prior page)

**Additional suggestions**

- Ask employees to confirm (and document confirmation) they have not experienced COVID-19 CDC-defined symptoms, including fever, cough, and shortness of breath, for 14 days prior to return.
- All employees to wear face masks / face shields per LA city guidance at all times, if safe to do so; note that face coverings do not replace the need for physical distancing and are not PPE.
- Consider requiring employees to wear gloves to supplement handwashing if possible and safe to do so, particularly when using shared equipment and surfaces; gloves should be changed frequently.
- If using gloves, wash hands before putting on and after taking off and follow CDC guidelines on how to take off gloves.
- Provide additional (portable) handwashing stations, where needed.
- Train all employees on the importance of frequent handwashing and the use of hand sanitizers with at least 60% alcohol content, and give employees clear instruction to avoid touching hands to face.
- Train all employees on symptom detection, sources of high risk to COVID-19, COVID-19 exposure prevention measures, and employee leave benefits/policies.
- Reinforce employee training on health and safety guidelines with periodic refresher trainings.
- Establish a safety team or designate employees to monitor workplace safety, conduct safety trainings, and carry out health screenings.
- Consider how to document all COVID-19 related trainings, training completions, and communications to employees regarding operational changes or positive cases in workplace.
- Provide a copy of your COVID-19 related safety and health plan to employees and document receipt.
Best Practices for Safe Operations
Manufacturing

Facility Safety

Los Angeles County guidelines

- To the extent feasible, entry is limited to employees of the site. When other parties play a role in the work flow, they are instructed to wear face coverings and to comply with symptom checks and physical distancing
- The HVAC system has been evaluated to assure adequate airflow given use of face coverings
- Hands-free equipment is installed wherever feasible (including restrooms) to reduce risk of contamination

Additional suggestions

- Log all employees / visitors that come on-premise for purposes of supporting public health contact tracing
- Consider providing documented temperature and/or symptom screenings for all workers at the beginning of their shift or upon entering / re-entering the establishment, per LA County guidelines
- Use no-touch common-use items where possible (e.g., trash cans, water fountains, hand sanitizer dispensers)
- Limit or eliminate use of re-usable goods (e.g., bags, cups, silverware)
- Limit or eliminate use of shared tools and equipment
- Regularly clean and replace HVAC filters
- Increase air flow / ventilation (via HVAC or other means) where possible and safe to do so
- If it is safe / appropriate, keep doors open to improve ventilation and reduce touching of door handles
- Explore outdoor options for breaks and lunch times, if available and safe
- Place hand sanitizer by food refrigerators and only allow one employee near refrigerator at any time
- Post signs for employees to remind them of physical distancing, PPE recommendations (e.g., face coverings), and to use hand sanitizer provided
- Communicate health and safety guidelines to all employees / visitors, including available contact to report guideline violations
- Ensure adequate storage of necessary materials to meet PPE (face masks, gloves, etc.) and cleaning requirements
- Quarantine zones should be identified to quickly isolate workers if symptoms arise during shift until transportation can be arranged
Best Practices for Safe Operations
Manufacturing

Visitor Expectations

Los Angeles County guidelines
- A copy of the Los Angeles County protocol is posted at all public entrances to the facility.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to pickup and/or delivery and other relevant issues.
- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved online.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Additional suggestions
- Have visible signage throughout the workplace for visitors on health and safety guidelines (including visuals on proper hygiene and sanitization, physical distancing/PPE guidance, etc.).

Employee Support

- Identify employee stressors; mitigate employee anxiety when going back to work through clear and transparent communication, listening, and surveying employees regularly.
- Provide training and updates to employees on new and pre-existing wellness programs, people policies, etc.
- Consider adjusting productivity targets to account for new safety guidelines and help prevent noncompliance.
Supporting Materials
Manufacturing

The following supporting materials are intended to supplement the suggested best practices for safe operations.

## Signs to post – download at [Coronavirus.LACity.org/Business](https://Coronavirus.LACity.org/Business)

<table>
<thead>
<tr>
<th>Key message of sign</th>
<th>Places to post</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Best practices</strong>: Use PPE, keep 6' distance, wash hands, do not enter if feeling ill</td>
<td>entryway, front office, break room, etc.</td>
</tr>
<tr>
<td><strong>Face coverings</strong>: Reminder to wear face covering in accordance with LA City mandate</td>
<td>manufacturing floor, break room, locker rooms, etc.</td>
</tr>
<tr>
<td><strong>Physical distancing</strong>: Keep 6'+ of distance at all times</td>
<td>pathways, entry / exit queues, etc.</td>
</tr>
<tr>
<td><strong>Washing hands</strong>: Remember to wash with soap / water or hand sanitizer</td>
<td>bathroom, kitchen, break rooms, etc.</td>
</tr>
</tbody>
</table>

More signage, including industry-specific posters, available on website.
Supporting Materials

Manufacturing

Example sanitization kit list and cleaning checklist

Sample on-site materials for cleaning and sanitizing

- Hand soap readily available at every sink
- 60% alcohol-based hand sanitizer throughout facility
- Cleaning supplies (e.g., soap and water, bleach, rubbing alcohol, etc.)
- EPA-registered disinfectant products
- Disinfectant wipes
- Signs throughout facility encouraging everyone to frequently wash hands and sanitize
- Disposable gloves, face masks and gowns for cleaning staff

Sample cleaning checklist

Clean on a frequent basis:

- All high-touch areas on machinery
- Countertops and other surfaces
- Workstations
- Shared tools
- Break rooms
- Transport containers (e.g., carts)
- Faucets
- Windows
- Doors and door handles
- Railings
- Bathroom surfaces
- Any other high-touch surfaces

Examples for physical distancing

Sample on-site materials for physical distancing

- Signs throughout the facility (on windows, walls, etc.) reminding people to maintain proper physical distancing and remain 6 feet apart whenever possible
- Floor markings (e.g., tape or graphics) to instruct people where to walk and stand
- Floor markings to indicate where workstations should be placed to promote physical distancing, if possible
Example employee training best practices

**CDC recommended employee health guidelines**

- Employees and employers should consult the CDC's Symptoms of Coronavirus
- Employees with COVID-19 symptoms should report them to their supervisors immediately
- Sick employees should stay home and follow the CDC's What to do if you are sick with COVID-19
- Send home employees who experience COVID-19 symptoms at work
  - Clean and disinfect surfaces in their workspace
- Inform fellow employees if there has been a possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Employees who are well, but know they have been exposed to COVID-19 should notify their supervisor and follow CDC-recommended precautions
- For previously sick employees who are returning, follow CDC's guidance for discontinuation of home isolation for persons with COVID-19

**CDC recommended personal hygiene guidelines for employees**

- Wash hands for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing, and after extended contact with high-touch surfaces
- Always wash hands with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands
- Cover your cough or sneeze with a tissue, then throw tissue in the trash and wash hands after
- Try not to use other employees' stations or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use
- Clean and disinfect frequently touched objects around you

For detailed training materials please see: Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19 (CDC)
Example communications best practices

Recommended employee communication practices for employers

- Communicate frequently to make employees aware of operational changes for health and safety
- Provide details of the changes to employees, in writing
- Encourage employees to participate and comply with new work practices
- Conduct demonstrations and training to introduce new skills to staff before activities officially resume; examples include:
  - How to practice physical distancing/sanitizing at workstations
  - How to follow floor markings in facility
  - How to handle essential interactions with others at work
- Consider a variety of communication channels and materials, including email, text messages, posters/digital displays
- Consider communications focused on
  - Why the facility is safe and how it is following state guidelines
  - Instructions for how to prepare for arrival
  - Overview of what to expect when returning employees arrive, including new entrance guidelines, supplies, sanitization requirements, capacity limits, etc.

Sample visitor communication topics (e.g., for deliveries)

- **Cleaning procedures**
  - Let visitors know about adjusted cleaning guidelines

- **Opening hours and locations**
  - Share updated opening hours and locations currently open/closed with visitors

- **What to expect**
  - Communicate guidelines for what visitors can expect when visiting the facility (e.g. capacity limits, hand sanitizer, floor arrows)

- **Contact information**
  - Phone number or email for visitors to contact if they have further questions

- **Links to government and health websites**
  - Links to COVID-19 guidance from CDC
# Additional Resources

## Manufacturing

The following resources provide additional guidance for manufacturing businesses on safe operations during the COVID-19 pandemic.

## Additional resources on safe operations

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC Q&amp;A on Manufacturing Facility Protocols</td>
<td>Set of responses to common questions on employee safety, and what to do in case of infection</td>
<td><a href="https://www.aluminum.org/sites/default/files/CDC%20Q&amp;A%20For%20Manufacturers%20032820.pdf">https://www.aluminum.org/sites/default/files/CDC%20Q&amp;A%20For%20Manufacturers%20032820.pdf</a></td>
</tr>
<tr>
<td>National Association of Manufacturers COVID-19 Resources</td>
<td>Compiled set of resources, including safety information, employee assistance suggestions, and links to state and federal resources</td>
<td><a href="https://www.nam.org/coronavirus/">https://www.nam.org/coronavirus/</a></td>
</tr>
</tbody>
</table>
Additional Resources

Manufacturing

The following city, county, state, and federal resources are available to support workers and businesses during the COVID-19 pandemic. This list will be updated as additional resources become available.

Additional Business Resources (1/3)

City

Los Angeles City Small Business Emergency Microloan Program (LA City)
In light of the sweeping impact the COVID-19 pandemic is having on our small business community, the City of Los Angeles has responded swiftly and decisively to support our local, community businesses. The newly established Small Business Emergency Microloan Program now provides financing needed to strengthen small business enterprises in this time of acute need that have been affected by the COVID-19 outbreak.

Los Angeles Commercial Evictions Moratorium
No landlord shall evict a commercial tenant in the City of Los Angeles during this local emergency period if the tenant is able to show an inability to pay rent due to circumstances related to the COVID-19 pandemic. These circumstances include loss of business income due to a COVID-19 related workplace closure, child care expenditures due to school closures, health care expenses related to being ill with COVID-19 or caring for a member of the tenant’s household who is ill with COVID-19, or reasonable expenditures that stem from government-ordered emergency measures.

L.A. CARES Corps
LA CARES Corps is a partnership between the City and County of LA to provide small businesses with the help they need to apply for federal loans under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

County

Unemployment Insurance Work Sharing Program (LA County)
Employers can apply for the Unemployment Insurance (UI) Work Sharing Program if reduced production, services, or other conditions cause them to seek an alternative to layoffs. The Work Sharing Program can help minimize the need for layoffs, retain trained employees and quickly prepare for when business conditions improve, and avoid the cost of recruiting, training and hiring new staff. It also helps employees whose hours and wages have been reduced keep their current job, receive UI benefits, and avoid financial hardships.

Payroll Tax Assistance (LA County)
Employers experiencing a hardship as a result of COVID-19 may request up to a 60-day extension of time from the EDD to file their state payroll reports and/or deposit state payroll taxes without penalty or interest. A written request for extension must be received within 60 days from the original delinquent date of the payment or return.
Additional Business Resources (2/3)

State

Workers Compensation for COVID-19 (State of CA)
Governor Gavin Newsom announced that workers who contract COVID-19 while on the job may be eligible to receive workers’ compensation. The Governor signed an executive order that creates a time-limited rebuttable presumption for accessing workers’ compensation benefits applicable to Californians who must work outside of their homes during the stay at home order. Those eligible will have the rebuttable presumption if they tested positive for COVID-19 or were diagnosed with COVID-19 and confirmed by a positive test within 14 days of performing a labor or service at a place of work after the stay at home order was issued on March 19, 2020. The presumption will stay in place for 60 days after issuance of the executive order.

Waiving Penalties for Property Taxes (State of CA)
The Governor signed an executive order that waives penalties for property taxes paid after April 10 for taxpayers who demonstrate they have experienced financial hardship due to the COVID-19 pandemic through May 6, 2021. This will apply to residential properties and small businesses. Additionally, the executive order will extend the deadline for certain businesses to file Business Personal Property Statements through May 31, 2020, to avoid penalties.

Paid Sick Leave (State of CA)
Governor Newsom issued an executive order to support California workers from large employers in the food sector industry impacted by the COVID-19 pandemic with two weeks of paid sick leave, filling a gap left by federal relief that had provided similar paid leave benefits for employers with fewer than 500 workers. The Executive Order provides health and safety standards to increase worker and customer protection by permitting workers at food facilities to wash their hands every 30 minutes, or as needed, to increase proper sanitation measures.

Small Business Relief Payment Plans (State of CA)
Effective April 2, 2020, small business taxpayers, those with less than $5 million in taxable annual sales, can take advantage of a 12-month, interest-free, payment plan for up to $50,000 of sales and use tax liability only. Payment plan requests can be made through the State’s online services system in the coming months. At this point, the program is only available for sales and use tax liabilities. Qualifying sales and use taxpayers with deferred liabilities up to $50,000 will pay their tax due in 12 equal monthly installments. No interest or penalties will be assessed against the liability. The maximum amount that any taxpayer can defer, interest-free under this relief effort, is $50,000. If a taxpayer owes more than $50,000 and needs a payment plan for the amount over $50,000 we will have to have the taxpayer enter into one payment plan and adjust the appropriate amount of interest off toward the end of the 12 month period.

Extended State Tax Deadline (State of CA)
California State Controller Betty Yee announced that the deadline for filing income taxes for Californians is July 15, 2020. Due to the coronavirus outbreak, taxpayers and businesses will get three additional months to file income taxes and make payments without interest or penalties.
Additional Business Resources (3/3)

**Federal**

**Paycheck Protection Program (SBA)**

PPP offers small business loans with 1% interest rate to continue employing and paying employees and cover other business expenses during the crisis. This program provides $349 billion in forgivable loans to help small businesses stay afloat. Qualified applicants include small businesses and nonprofits with 500 or fewer employees, including sole proprietors and independent contractors. The maximum loan granted will be equal to 2.5 times the average monthly payroll cost for the previous calendar year — up to $10 million. SBA will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities.

On April 27, the SBA began accepting applications for the second round of PPP. The $484 billion COVID-19 rescue bill signed late last month by President Donald Trump included $310 billion in new money for the latest bailout. The initial round of $350 billion in forgivable PPP loans, which was allocated as part of the $2.2 trillion CARES Act stimulus, were exhausted in less than two weeks. The loan will be forgiven if employees are kept on the payroll for eight weeks and if the money is used for payroll, rent, mortgage interest or utilities.

**Small Business Administration (SBA) Debt Relief**

The SBA will pay 6 months of principal, interest, and any associated fees that borrowers owe for all current 7(a), 504, and Microloans in regular servicing status as well as new 7(a), 504, and Microloans disbursed prior to September 27, 2020. This relief is not available for Paycheck Protection Program loans or Economic Injury Disaster loans. Borrowers do not need to apply for this assistance. SBA has notified 7(a), 504 and Microloan Lenders that it will pay these borrower loan payments. Lenders have been instructed to refrain from collecting loan payments from borrowers. If a borrower's payment was collected after March 27, 2020, lenders were instructed to inform the borrower that they have the option of having the loan payment returned by the lender or applying the loan payment to further reduce the loan balance after SBA's payment.