Resources and Best Practices for Adjusting to Remote Collaboration
Table of Contents

Helpful hints, 2

Technology to utilize, 5

Resources for economic assistance, 7

Agency updates, 9

Concluding thoughts, 10

General COVID-19 information, 11

Additional resources, 12

Appendix A

Appendix B
HELPFUL HINTS

We spoke with collaborative leaders across Oregon and Washington and heard about the impacts the pandemic has had on their work. From these interviews we have compiled a list of helpful hints:

Remote meetings
Take advantage of the strengths of the medium, and work to minimize negative impacts. A silver lining to offering remote meetings is that participants who could not normally attend in-person (e.g. due to travel barriers) may now be able to participate.

- Meeting Access: Those who are new to virtual meeting technology and those with limited internet access may have trouble participating. Satellite internet, the only provider in many rural areas, slows down during times of high demand. Allocate time for troubleshooting before a meeting starts and check in with those with unreliable access to see what support they need. While video is important, it is good practice to have a call-in option with visual materials emailed ahead of time.

- Take a deep dive: Is there a topic you have been meaning to get into the weeds on but have not had time? This might be a good time to invite the technical expert or guest speaker you have been meaning to engage.

- Shorter Meetings: Consider hosting meetings that are shorter (less than two hours) instead of ones that take up large blocks of the day; more frequent, short meetings can replace longer meetings and cover the same ground. It is harder to stay focused for long periods of time when meeting virtually. Participants who are parents have the added responsibility of childcare while schools and daycares are closed.

Virtual meeting etiquette:
- Turn on your video if you can! Facial expressions add richness to the conversation and help prevent talking over one another.

- Mute your audio when you’re not talking to help prevent crosstalk and background voice interference.

- Take extra care to make sure everyone on the line has a chance to say something.

- Use features like chat box and hand raise (when available). These features should be introduced at the beginning of the meeting so that everyone is able to utilize them.
Continuing the work
Many collaboratives have an established workflow related to how they approach projects which may have to be reevaluated. Make time to ask the following:

- What are the activities and associated outcomes planned for the next 6 months?
- What can still happen? What can happen with some adjustments? What will be postponed indefinitely?
- Who is responsible? Do they need support?
- How might this change? Are there contingencies we should be preparing for now?
- How do these changes impact collaborative agreements and shared expectations?
- Who do we need to communicate these changes to?

Review Governance: Remote Voting
Review your operating principles to see if there are provisions for voting remotely in case a critical decision needs to be made. One option for taking a vote is through Doodle. When you get to the step where you enter in the time options, you can switch to a poll by clicking “text” (next to “week” and “month” in the center).

Get Creative
- Field trips are so important to our work, but there’s no reason they too can’t go virtual! Take the Collaborative on a virtual field trip with drone footage of the project area.
- Maintain personal connections through virtual happy hours that allow collaborative members to connect outside of the formal meeting space. Just because you’re not physically at the bar doesn’t mean you can’t continue to grab a beer together!

Ask for what you need and communicate changing expectations
Assess what you need for collaborative agreement (such as monitoring field trips) and brainstorm how these needs can be met (such as field data gathered by one collaborative member shared via photo/drone footage, health guidelines permitting), and outline what the implications are for a project if they can’t be met in the near future. Maintain lines of communication with agency partners, who are transitioning with you.

Reach out to your Forest Service partners
While Forest Service offices are closed, many employees are working remotely. Reach out to your point person at the District or Project level and ask for an update on their timeline, NEPA process, and options for continued collaborative engagement. Ask your Forest Service partners about their capacity and ability to join your virtual and remote meetings so they can share updates directly and answer questions.
Meet the public and your stakeholders where they are
Be mindful of the language and framing you use in your public outreach. Everyone is dealing with this pandemic in their own way, and facing unique challenges economically, emotionally, and physically. As always, be kind to yourself and others.
TECHNOLOGY FOR REMOTE MEETING

A quick transition to remote meeting spaces may feel daunting, but fortunately there are numerous resources available that are easy and efficient to use. Below are three examples of remote meeting platforms that we have heard are being used (and that we at Sustainable Northwest are turning to!).

For Collaboratives that have non-profit status, check out Techsoup.com for discounted tech products, webinars, and updates about the latest remote-work resources.

Zoom
A video communications platform that allows for video and audio conferencing and collaboration. Zoom can be used for both conference calls, virtual meetings, and webinars. It can be used across devices (mobile, desktop, and telephone). Learn more here.

Functions that you may find particularly helpful include:

- Message board that allows participants to send both group and individual messages.
- Raise hand function that allows participants to indicate when they would like to speak.
- Breakout rooms for smaller discussion or topic specific workgroups.

For step-by-step video tutorials click here.

Pricing and availability
A free version is available and can support meetings for up to 100 participants for 40 minutes. Paid plans begin at $14.99/month. If your organization is a registered 501(c)3, check out the discounted rate at TechSoup.

Google Hangouts
Google Hangouts is available for large virtual meetings with up to 250 participants per call, live streaming for up to 100,000 viewers within a domain, and the ability to record meetings and save them to Google Drive. It is also available as an App on your phone. The host must have a Google email address and Google calendar, but participants can log in with any email address.

How to use
1. Schedule an event on your Google calendar and select "Add location or conferencing" > "Add conferencing" > "Hangouts Meet". A unique link and phone number will be generated, and you can join by computer or phone (or both!) and screen sharing is available.
2. Invite others via Google calendar or email them the link and phone number info.
Microsoft Teams
Microsoft Teams is like Google Hangouts in that it only requires the host to be a Microsoft user, participants can have external (non-Microsoft) email addresses and still participate. External participants will need to be confirmed into the meeting when they ‘arrive’. Microsoft Team meetings provide users with a link to a virtual meeting room as well as a dial-in phone number for participants to join in from wherever. Microsoft Team Meetings are free for Microsoft users. Learn more here.

Helpful feature:
- Screen sharing allows for presentations and webinar style meetings.

Want to learn more? Click here for a tutorial.
RESOURCES FOR ECONOMIC ASSISTANCE

The economy has taken a hard hit from the pandemic and we recognize that this has already impacted a significant percentage of individuals and organizations in the region.

Economic development is threaded throughout collaborative work. Collaboratives can provide support by sharing with their communities, stakeholders, and partners available resources for economic assistance. Additionally, collaborative leaders can also reach out to their local Chamber of Commerce to see how they can support small businesses, such as financially, helping fill out applications to the relief programs, among others.

See Appendix A for information on the CARES Act for Nonprofits and The Small Business Owner's Guide to the CARES Act.

If your organization received foundation grants, over 500 foundations have signed the Council on Foundations COVID-19 pledge. This pledge promises to work with current grantees to reduce restrictions and make new grants as flexible as possible. You can find the full list as well as the details of the pledge here.

The following are resources and updates on economic assistance programs:

Council of Development Finance Agencies

SBA Disaster Loan Assistance

Department of Labor

Small Business Development Centers

Oregon Resources

Business Oregon

Oregon Employment Department

Oregon WorkShare Program provides an alternative for employers and workers who may be facing the prospect of a lay off situation. With Work Share, instead of reducing staff, an employer reduces the hours of work for a group of workers. Partial Unemployment Insurance benefits are then paid to supplement workers' reduced wages.

Department of Revenue
Oregon RAIN partners with Oregon communities to catalyze entrepreneurial ecosystems, connect entrepreneurs to resources (including overlooked entrepreneurs), and contribute to the creation of prosperous economies. They are hosting webinars and support groups to help navigate financial challenges.

**Washington Resources**

**Startup Washington**

**Governor Inslee’s Office** The Governor’s Office has compiled this partial list of resources to support economic retention and recovery related to COVID-19 coronavirus.

**National Congress of American Indians** [Indian Country Resources - Coronavirus](#)
AGENCY UPDATES

USDA Forest Service Regional 6 is responding to COVID-19 in the following ways:

- The Forest Service in Washington state and Oregon are aligning operations to support state Governor executive orders for residents to stay home, stay safe and save lives.
- The Pacific Northwest Region of the Forest Service has authorized the closures of developed recreation sites across Oregon and Washington. They are aligning their operations with the Governors’ stay at home orders in both states.
- Forests are enacting the closures individually to ensure communication with the local community and coordination with elected officials.
- Except for the Columbia River Gorge National Scenic Area, the closures are for developed recreation sites and facilities only. Their intent is to keep general forest areas open to support local, rural economies.
- They recognize many people and many communities rely on forests for their livelihoods. They will prioritize public and employee health and safety, but also want to be able to find ways to continue to support timber, forest products, grazing, and other economic uses of forestlands.

Oregon Watershed Enhancement Board
OWEB will be working with grantees as the situation evolves to be as adaptable and flexible as possible. Grantees should work with their project managers to discuss individual project timelines, budgets, and deliverables and request extensions and amendments through OWEB’s existing procedures. More information here.

Washington Department of Natural Resources
WA DNR is working with partners and grantees to be as flexible and adaptable as possible with the forest collaborative grant programs and associated contracts. DNR anticipates making contract amendments to address changing deliverables and timelines and intends to maintain agreements to allocate all of the dollars committed for doing good work on the ground.

For questions about your specific grants and contracts, contact Amy Ramsey at amy.ramsey@dnr.wa.gov.

Oregon Department of Forestry
Oregon Department of Forestry employees are working remotely and are committed to continuing to provide services. Individuals are encouraged to reach out to their local office staff to set up an appointment to address any questions or concerns.
CONCLUDING REMARKS

Sustainable Northwest remains committed to, and is available for, providing technical assistance to collaboratives in Oregon and Washington. For questions on how to adjust, suggestions for tools and resources to use, and any other comments or concerns you may have during this time do not hesitate to reach out to any member of our team.

Sally Bernstein
Forest Program Coordinator
sbernstein@sustainablenorthwest.org

Jenna Knobloch
Forest Program Manager
jknobloch@sustainablenorthwest.org

Trent Seager
Senior Forest Scientist
tseager@sustainablenorthwest.org

Kaola Swanson
Forest Program Director
kswanson@sustainablenorthwest.org
GENERAL INFORMATION ON COVID-19

Oregon Health Authority is the lead agency for statewide COVID-19 response in Oregon. For live updates and resources for the community, click here.

Washington Department of Health is the lead agency for statewide COVID-19 response in Washington. For live updates and resources, click here.

See Appendix B for Governor Inslee’s and Governor Brown’s “Stay Home, Save Lives” Executive Orders.
ADDITIONAL RESOURCES

Leading Groups Online. Thoughtful and realistic guide put together by experienced community organizers.

How to keep your sanity while working from home. This article outlines the specific ways working from home might burn you out and what to do about it.

How to Look Good on Video Calls. This light-hearted article provides helpful tips to looking your best on camera.
The Coronavirus Aid, Relief, and Economic Security Act

*The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides robust funding streams, negotiated by House and Senate Democrats, to assist local governments and nonprofits in responding to the coronavirus pandemic.*

Disaster Relief Fund – $45 billion will support a broad array of state and local emergency response efforts related to the coronavirus pandemic.

Small Business
Paycheck Protection Program – $350 billion in funding (included in Division A of the bill) for a Paycheck Protection Program (PPP) that will provide small businesses and other entities with zero-fee loans of up to $10 million, with up to 8 weeks of average payroll and other costs forgiven if the business retains its employees and their salary levels. *(For additional details, refer to the House Committee on Small Business.)*

Emergency Economic Injury Grants – $10 billion in funding (included in Division A of the bill) for a provision to provide an advance of $10,000 to small businesses and nonprofits that apply for an SBA economic injury disaster loan (EIDL) within three days of applying for the loan. *(For additional details, refer to the House Committee on Small Business.)*

Economic Injury Disaster Loans (EIDL) – $562 million to ensure that SBA has the resources to provide EIDL to businesses that need financial support.

Debt Relief for Existing and New SBA Borrowers – $17 billion in funding (included in Division A of the bill) for a provision to provide immediate relief to small businesses with standard SBA 7(a), 504, or microloans, among other relief for small business borrowers. *(For additional details, refer to the House Committee on Small Business.)*

Resources for Business Counseling Services – $275 million in grants (included in Division A of the bill) to Small Business Development Centers (SBDCs), Women’s Business Centers (WBCs), as well as the Minority Business Development Agency’s Business Centers (MBDCs), to provide mentorship, guidance and expertise to small businesses. *(For additional details, refer to the House Committee on Small Business.)*

NIST Manufacturing Extension Partnership (MEP) Program – $50 million to enable non-profit MEP centers across the country to assist small and medium-sized manufacturers hit by coronavirus and the economic downturn.

Health Care
Reimbursement to Hospitals and Healthcare Providers – $100 billion to ensure healthcare providers continue to receive the support they need for COVID-19 related expenses and lost revenue.

HSSEF, Hospital Preparedness – Not less than $250 million to improve the capacity of healthcare facilities to respond to medical events.

PHSSEF, Strategic National Stockpile – $16 billion to procure personal protective equipment, ventilators, and other medical supplies for federal and state response efforts.

CDC state and local public health – $1.5 billion will help states, locals, territories, and tribes conduct vital public health activities related to preparedness and response.
Community Health Centers – $1.3 billion (included in Division A of the bill) for supplemental grants to health clinics to provide expanded health care services. *(For additional details, refer to the House Committee on Energy and Commerce.)*

Ryan White HIV/AIDS Program – $90 million for supplemental grants to HIV/AIDS clinics.

Rural Hospitals – $150 million for grants to bolster capacity to respond to increased demand at rural hospitals.

Telehealth – $15 million for supplemental grants to existing grantees to expand telemedicine capacity.

Public Health Data Surveillance and Infrastructure Modernization – $500 million to build and modernize state and local public health data infrastructure.

SAMHSA Emergency Response Grant – $100 million in flexible funding to address mental health, substance use disorders, and provide resources and support to youth and the homeless during the pandemic.

**Economic Development**

Economic Development Administration (EDA) – $1.5 billion for economic adjustment assistance, to be competitively awarded across the country, with states, local governments, tribes, economic development districts, universities, and other nonprofits eligible to apply.

Community Development Block Grant – $5 billion in flexible funding to state and local governments for public services, economic development and expansion of community facilities to respond to coronavirus.

Reconnect Broadband Grants – $100 million to state and local governments, federally-recognized tribes, and non-profits to fund the cost of construction, improvement or acquisition of facilities, and equipment needed to provide broadband in rural areas.

First Responders

Emergency Management Performance Grant Program – $100 million will support efforts of state and local emergency managers to maintain, restore, and sustain food, water, shelter, healthcare, and transportation supply chains.

Assistance to Firefighter Grant Program – $100 million will support the acquisition of and reimbursement for personal protective equipment for firefighters and associated emergency response personnel.

Byrne Justice Assistance Grants – $850 million in criminal justice funding assistance to states and units of local government.

Legal Services Corporation – $50 million for additional assistance to non-profit legal aid programs across the country, to enable them to provide civil legal assistance to low-income persons affected by coronavirus and the economic downturn.

**Transportation**

Grants-in-Aid to Airports – $10 billion will help publicly-owned commercial airports meet ongoing needs, continue current projects, and assist with operating costs.

Transit Infrastructure Grants – $25 billion will help transit operators protect health and safety and maintain transit service. Recipients are transit agencies, awarded via formula.

**Housing**

Tenant-Based Rental Assistance – $1.25 billion for public housing authorities to ensure that current tenants remain safely and stably housed and to address increased operational costs.
Public Housing Operating Fund – $685 million to help public housing authorities with increased operational costs related to coronavirus.

Native American Programs – $300 million for the Native American Housing Block Grant and Indian Community Development Block Grant programs, supporting Tribal governments and Tribally Designated Housing Entities.

Housing Opportunities for Persons with AIDS – $65 million state and local governments to maintain rental assistance and enhance services for persons living with HIV/AIDS.

Homeless Assistance Grants – $4 billion in funding to state and local governments to support additional homeless assistance, as well as eviction and homelessness prevention activities.

Education
Education State Fiscal Stabilization Fund – $30.75 billion, including $13.5 billion for local education agencies for K-12 needs and costs.

Project SERV – $100 million to help restore the learning environment at K-12 schools and universities disrupted by coronavirus.

Child Care and Development Block Grants – $3.5 billion will help child care programs pay staff, offer alternative child care options for facilities temporarily closed, and provide emergency staffing needs to support first responders and health care workers with access to child care while they respond to the pandemic.

Head Start – $750 million to support staff and students throughout closures, clean and sanitize facilities, and support summer school operations in communities as they recover.

Institute of Museum and Library Services – $50 million to provide funding to libraries and museums for activities associated with coronavirus prevention, preparation, and response, including technology costs.

Distance Learning and Telemedicine Grants – $25 million to state and local governments, federally-recognized tribes, and non-profits to fund capital assets, instructional programming, and technical assistance.

National Endowment for the Arts (NEA) – $75 million for grants to support the general operations of recipients, of which 60% will be through direct competitive grants and 40% will be through states.

National Endowment for the Humanities (NEH) – $75 million for grants to support the general operations of recipients, of which 60% will be through direct competitive grants and 40% will be through states.

Food Security
Emergency Food Assistance Program (TEFAP) – $450 million to local agencies selected by states, such as food banks, and to community action agencies to help provide low-income Americans, including seniors, with emergency food assistance at no cost.

Food Distribution Program on Indian Reservations (FDPIR) – $100 million to provide USDA Foods to income-eligible households living on Indian reservations, and to American Indian households residing in approved areas near reservations and in Oklahoma.

Social Services
Low-Income Home Energy Assistance Program (LIHEAP) – $900 million will help lower-income households heat and cool their homes.

Community Service Block Grants – $1 billion will help communities address increasing unemployment and economic disruption, including providing housing and utility assistance, health services, and emergency support services.
Family Violence Prevention and Services – $45 million will support families dealing with family and domestic violence through shelter and supportive services.

Child Welfare Services – $45 million to protect and support at-risk children and families.

Corporation for Public Broadcasting – $75 million to provide stabilization funding for public radio and TV stations.
The programs and initiatives in the Coronavirus Aid, Relief, and Economic Security (CARES) Act that was just passed by Congress are intended to assist business owners with whatever needs they have right now. When implemented, there will be many new resources available for small businesses, as well as certain non-profits and other employers. This guide provides information about the major programs and initiatives that will soon be available from the Small Business Administration (SBA) to address these needs, as well as some additional tax provisions that are outside the scope of SBA.

To keep up to date on when these programs become available, please stay in contact with your local Small Business Administration (SBA) District Office, which you can locate [here](#).

**Struggling to get started?** The following questions might help point you in the right direction. Do you need:

- **Capital to cover the cost of retaining employees?** Then the [Paycheck Protection Program](#) might be right for you.
- **A quick infusion of a smaller amount of cash to cover you right now?** You might want to look into an [Emergency Economic Injury Grant](#).
- **To ease your fears about keeping up with payments on your current or potential SBA loan?** The [Small Business Debt Relief Program](#) could help.
- **Just some quality, free counseling to help you navigate this uncertain economic time?** The [resource partners](#) might be your best bet.

**Already know what resources you’re looking for?** The table of contents can direct you to more information about the program or assistance product you need.

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paycheck Protection Program Loans</td>
<td>2</td>
</tr>
<tr>
<td>Small Business Debt Relief Program</td>
<td>6</td>
</tr>
<tr>
<td>Economic Injury Disaster Loans and</td>
<td>7</td>
</tr>
<tr>
<td>Emergency Economic Injury Grants</td>
<td></td>
</tr>
<tr>
<td>Small Business Counseling</td>
<td>9</td>
</tr>
<tr>
<td>Small Business Contracting</td>
<td>10</td>
</tr>
<tr>
<td>Small Business Tax Provisions</td>
<td>11</td>
</tr>
</tbody>
</table>
**Payment Protection Program (PPP) Loans**

The program would provide cash-flow assistance through 100 percent federally guaranteed loans to employers who maintain their payroll during this emergency. If employers maintain their payroll, the loans would be forgiven, which would help workers remain employed, as well as help affected small businesses and our economy to snap-back quicker after the crisis. PPP has a host of attractive features, such as forgiveness of up to 8 weeks of payroll based on employee retention and salary levels, no SBA fees and at least six months of deferral with maximum deferrals of up to a year. Small businesses and other eligible entities will be able to apply if they were harmed by COVID-19 between February 15, 2020 and June 30, 2020. This program is would be retroactive to February 15, 2020, in order to help bring workers who may have already been laid off back onto payrolls. **Loans are available through June 30, 2020.**

### FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>QUESTION: What types of businesses and entities are eligible for a PPP loan?</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Businesses and entities must have been in operation on February 15, 2020.</td>
<td></td>
</tr>
<tr>
<td>• Small business concerns, as well as any business concern, a 501(c)(3) nonprofit organization, a 501(c)(19) veterans organization, or Tribal business concern described in section 31(b)(2)(C) that has fewer than 500 employees or fewer employees than established by the relevant industry code.</td>
<td></td>
</tr>
<tr>
<td>• Individuals who operate a sole proprietorship or as an independent contractor and eligible self-employed individuals.</td>
<td></td>
</tr>
<tr>
<td>• Any business concern that employs not more than 500 employees per physical location of the business concern and that is assigned a North American Industry Classification System code beginning with 72, for which the affiliation rules are waived.</td>
<td></td>
</tr>
<tr>
<td>• Affiliation rules are also waived for any business concern operating as a franchise that is assigned a franchise identifier code by the Administration, and company that receives funding through a Small Business Investment Company.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION: What are affiliation rules?</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>They become important when SBA is deciding whether a business’s affiliations preclude them from being considered “small.” Generally, affiliation exists when one business controls or has the power to control another or when a third party (or parties) controls or has the power to control both businesses. Please see <a href="https://www.sba.gov/size-standards/">this resource</a> for more on these rules and how they can impact your business’s eligibility.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION: What types of non-profits are eligible?</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All 501(c)(3) non-profits with 500 employees or fewer, or more if SBA’s size standards for the non-profit allows. Please visit <a href="https://www.sba.gov/size-standards/">https://www.sba.gov/size-standards/</a> to find out your non-profit’s SBA size standards by number of employees. For example, churches and museums with fewer than 500 employees are eligible. You will need the 6-digit North American Industry Classification Code for your business.</td>
<td></td>
</tr>
</tbody>
</table>
**QUESTION:** How is the loan size determined?

**Answer:** Depending on your business’s situation, the loan size will be calculated in different ways (see below). The maximum loan size is always $10 million.

- **If you were in business February 15, 2019 – June 30, 2019:** Your max loan is equal to 250 percent of your average monthly payroll costs during that time period. If your business employs seasonal workers, you can opt to choose March 1, 2019 as your time period start date.

- **If you were not in business between February 15, 2019 – June 30, 2019:** Your max loan is equal to 250 percent of your average monthly payroll costs between January 1, 2020 and February 29, 2020.

- **If you took out an Economic Injury Disaster Loan (EIDL) between February 15, 2020 and June 30, 2020** and you want to refinance that loan into a PPP loan, you would add the outstanding loan amount to the payroll sum.

**QUESTION:** What costs are eligible for payroll?

**Answer:**

- Compensation (salary, wage, commission, or similar compensation, payment of cash tip or equivalent)
- Payment for vacation, parental, family, medical, or sick leave
- Allowance for dismissal or separation
- Payment required for the provisions of group health care benefits, including insurance premiums
- Payment of any retirement benefit
- Payment of State or local tax assessed on the compensation of employees

**QUESTION:** What costs are not eligible for payroll?

**Answer:**

- Employee/owner compensation over $100,000
- Taxes imposed or withheld under chapters 21, 22, and 24 of the IRS code
- Compensation of employees whose principal place of residence is outside of the U.S
- Qualified sick and family leave for which a credit is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act

**QUESTION:** What are allowable uses of loan proceeds?

**Answer:**

- Payroll costs (as noted above)
- Costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums
- Employee salaries, commissions, or similar compensations (see exclusions above)
- Payments of interest on any mortgage obligation (which shall not include any prepayment of or payment of principal on a mortgage obligation)
- Rent (including rent under a lease agreement)
- Utilities
- Interest on any other debt obligations that were incurred before the covered period

FAQ’s continue on the next page!
<table>
<thead>
<tr>
<th>QUESTION: What are the loan term, interest rate, and fees?</th>
<th>Answer: The maximum term is 10 years, the maximum interest rate is 4 percent, zero loan fees, zero prepayment fee (SBA will establish application fees caps for lenders that charge).</th>
</tr>
</thead>
</table>
| QUESTION: How is the forgiveness amount calculated? | Answer: Forgiveness on a covered loan is equal to the sum of the following payroll costs incurred during the covered 8 week period compared to the previous year or time period, proportionate to maintaining employees and wages (excluding compensation over $100,000):  
- Payroll costs plus any payment of interest on any covered mortgage obligation (not including any prepayment or payment of principal on a covered mortgage obligation) plus any payment on any covered rent obligation plus and any covered utility payment. |
| QUESTION: How do I get forgiveness on my PPP loan? | Answer: You must apply through your lender for forgiveness on your loan. In this application, you must include:  
- Documentation verifying the number of employees on payroll and pay rates, including IRS payroll tax filings and State income, payroll and unemployment insurance filings  
- Documentation verifying payments on covered mortgage obligations, lease obligations, and utilities.  
- Certification from a representative of your business or organization that is authorized to certify that the documentation provided is true and that the amount that is being forgiven was used in accordance with the program’s guidelines for use. |
| QUESTION: What happens after the forgiveness period? | Answer: Any loan amounts not forgiven at the end of one year is carried forward as an ongoing loan with max terms of 10 years, at 4% max interest. Principal and interest will continue to be deferred, for a total of 6 months to a year after disbursement of the loan. The clock does not start again. |
| QUESTION: Can I get more than one PPP loan? | Answer: No, an entity is limited to one PPP loan. Each loan will be registered under a Taxpayer Identification Number at SBA to prevent multiple loans to the same entity. |
| QUESTION: What kind of lender can I get a PPP loan from? | Answer: All current SBA 7(a) lenders (see more about 7(a) here) are eligible lenders for PPP. The Department of Treasury will also be in charge of authorizing new lenders, including non-bank lenders, to help meet the needs of small business owners. |

FAQ’s continue on the next page!
<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>How does the PPP loan coordinate with SBA’s existing loans?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Borrowers may apply for PPP loans and other SBA financial assistance, including Economic Injury Disaster Loans (EIDLs), 7(a) loans, 504 loans, and microloans, and also receive investment capital from <a href="https://www.sba.gov">Small Business Investment Corporations</a> (SBICs).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>How does the PPP loan work with the temporary Emergency Economic Injury Grants and the Small Business Debt Relief program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td><a href="https://www.sba.gov">Emergency Economic Injury Grant</a> recipients and those who receive loan payment relief through the <a href="https://www.sba.gov">Small Business Debt Relief Program</a> may apply for and take out a PPP loan. Refer to those sections for more information.</td>
</tr>
</tbody>
</table>
**Small Business Debt Relief Program**

This program will provide immediate relief to small businesses with non-disaster SBA loans, in particular 7(a), 504, and microloans. Under it, SBA will cover all loan payments on these SBA loans, including principal, interest, and fees, for six months. This relief will also be available to new borrowers who take out loans within six months of the President signing the bill into law.

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>Which SBA loans are eligible for debt relief under this program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>7(a) loans not made under the Paycheck Protection Program (PPP), 504 loans, and microloans. Disaster loans are not eligible (see p.7 for more information on these).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>How does debt relief under this program work with a PPP loan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Borrowers may separately apply for and take out a PPP loan, but debt relief under this program will not apply to a PPP loan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>How do I know if I’m eligible for a 7(a), 504, or microloan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>In general, businesses must meet size standards, be based in the U.S., be able to repay, and have a sound business purpose. Each program has different requirements, see <a href="https://www.sba.gov/funding-programs/loans">https://www.sba.gov/funding-programs/loans</a> for more details.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>What is a 7(a) loan and how do I apply?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>7(a) loans are an affordable loan product of up to $5 million for borrowers who lack credit elsewhere and need access to versatile financing, providing short-term or long-term working capital and to purchase an existing business, refinance current business debt, or purchase furniture, fixtures and supplies. In the program, banks share a portion of the risk of the loan with SBA. There are many different types of 7(a) loans, you can visit this site to find the one that’s best for you. You apply for a 7(a) loan with a bank or a mission-based lender. SBA has a free referral service tool called Lender Match to help find a lender near you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>What is a 504 loan and how do I apply?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>The 504 Loan Program provides loans of up to $5.5 million to approved small businesses with long-term, fixed-rate financing used to acquire fixed assets for expansion or modernization. It is a good option if you need to purchase real estate, buildings, and machinery. You apply through a Certified Development Company, which is a nonprofit corporation that promotes economic development. SBA has a free referral service tool called Lender Match to help find a lender near you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>What is a microloan and how do I apply?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>The Microloan Program provides loans up to $50,000 to help small businesses and certain not-for-profit childcare centers to start up and expand. The average microloan is about $13,000. These loans are delivered through mission-based lenders who are also able to provide business counseling. SBA has a free referral service tool called Lender Match to help find a microlender near you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>I am unfamiliar with SBA loans, can anyone help me apply?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Yes, SBA resource partners are available to help guide you through the loan application process. You can find your nearest Small Business Development Center (SBDC) or Women’s Business Center here.</td>
</tr>
</tbody>
</table>
**Economic Injury Disaster Loans & Emergency Economic Injury Grants**

These grants provide an emergency advance of up to $10,000 to small businesses and private non-profits harmed by COVID-19 within three days of applying for an SBA Economic Injury Disaster Loan (EIDL). To access the advance, you must first apply for an EIDL and then request the advance. The advance does not need to be repaid under any circumstance, and may be used to keep employees on payroll, to pay for sick leave, meet increased production costs due to supply chain disruptions, or pay business obligations, including debts, rent and mortgage payments.

<table>
<thead>
<tr>
<th>QUESTION: Are businesses and private non-profits in my state eligible for an EIDL related to COVID-19?</th>
<th>Answer: Yes, those suffering substantial economic injury in all 50 states, DC, and the territories may apply for an EIDL.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>QUESTION: What is an EIDL and what is it used for?</th>
<th>Answer: EIDLs are lower interest loans of up to $2 million, with principal and interest deferment available for up to 4 years, that are available to pay for expenses that could have been met had the disaster not occurred, including payroll and other operating expenses.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>QUESTION: Who is eligible for an EIDL?</th>
<th>Answer: Those eligible are the following with 500 or fewer employees:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Small business concerns (including sole proprietorships, with or without employees)</td>
</tr>
<tr>
<td></td>
<td>• Independent contractors</td>
</tr>
<tr>
<td></td>
<td>• Cooperatives and employee owned businesses</td>
</tr>
<tr>
<td></td>
<td>• Private non-profits</td>
</tr>
<tr>
<td></td>
<td>• Tribal small businesses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION: My private non-profit is not a 501(c)(3). Is it still eligible for an EIDL and a grant?</th>
<th>Answer: Yes, if you are a private non-profit with an effective ruling letter from the IRS, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or if you can provide satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>QUESTION: Who is eligible for an Emergency Economic Injury Grant?</th>
<th>Answer: Those eligible for an EIDL and who have been in operation since January 31, 2020.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>QUESTION: How long are Emergency Economic Injury Grants available?</th>
<th>Answer: January 31, 2020 – December 31, 2020. The grants are backdated to January 31, 2020 to allow those who have already applied for EIDLs to be eligible to also receive a grant.</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUESTION</td>
<td>If I get an EIDL and/or an Emergency Economic Injury Grant, can I get a PPP loan?</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Answer:</td>
<td>Whether you’ve already received an EIDL unrelated to COVID-19 or you receive a COVID-19 related EIDL and/or Emergency Grant between January 31, 2020 and June 30, 2020, you may also apply for a PPP loan. If you ultimately receive a PPP loan or refinance an EIDL into a PPP loan, any advance amount received under the Emergency Economic Injury Grant Program would be subtracted from the amount forgiven in the PPP.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>How do I know if my business is a small business?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Please visit <a href="https://www.sba.gov/size-standards/">https://www.sba.gov/size-standards/</a> to find out if your business meets SBA’s small business size standards. You will need the 6-digit North American Industry Classification Code for your business and your business’ 3-year average annual revenue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>How do I apply for an economic injury disaster loan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>To apply for an EIDL online, please visit <a href="https://disasterloan.sba.gov/ela/">https://disasterloan.sba.gov/ela/</a>. Your <a href="https://www.sba.gov/local-assistance/find/">SBA District Office</a> is an important resource when applying for SBA assistance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>I am unfamiliar with the EIDL process, can anyone help me apply?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Yes, SBA resource partners are available to help guide you through the EIDL application process. You can find the nearest Small Business Development Center (SBDC), Women’s Business Center, or SCORE mentorship chapter at <a href="https://www.sba.gov/local-assistance/find/">https://www.sba.gov/local-assistance/find/</a>.</td>
</tr>
</tbody>
</table>
Counseling & Training

If you, like many small business owners, need a business counselor to help guide you through this uncertain time, you can turn to your local Small Business Development Center (SBDC), Women’s Business Center (WBC), or SCORE mentorship chapter. These resource partners, and the associations that represent them, will receive additional funds to expand their reach and better support small business owners with counseling and up-to-date information regarding COVID-19. There will soon be a joint platform that consolidates information and resources related to COVID-19 in order to provide consistent, timely information to small businesses. To find a local resource partner, visit https://www.sba.gov/local-assistance/find/.

In addition, the Minority Business Development Agency’s Business Centers (MBDCs), which cater to minority business enterprises of all sizes, will also receive funding to hire staff and provide programming to help their clients respond to COVID-19. Not every state has a MBDC. To find out if there is one that services your area, visit this site.

<table>
<thead>
<tr>
<th>FREQUENTLY ASKED QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QUESTION:</strong> Do I have to pay for counseling and training through SBDCs, WBCs, and MBDCs?</td>
</tr>
<tr>
<td><strong>Answer:</strong> Counseling is free and training is low-cost with these partners. The additional funds that Congress provided will help keep this possible. Mentorship through SCORE is always free.</td>
</tr>
</tbody>
</table>

| **QUESTION:** What is a SBDC?  |
| **Answer:** SBDCs are a national network of nearly 1,000 centers that are located at leading universities, colleges, state economic development agencies and private partners. They provide counseling and training to new and existing businesses. Each state has a lead center that coordinates services specifically for that state, which you can find by clicking the link above. To find out more about SBDCs, visit https://americassbdc.org/about-us/.  |

| **QUESTION:** What is a WBC; is it only for women?  |
| **Answer:** WBCs are a national network of more than 100 centers that offer one-on-one counseling, training, networking, workshops, technical assistance and mentoring to entrepreneurs on numerous business development topics. In addition to women, WBCs are mandated to serve the needs of underserved entrepreneurs, including low-income entrepreneurs. They often offer flexible hours to meet the needs of their diverse clientele. To find out more about WBCs, visit https://www.awbc.org/.  |

| **QUESTION:** What is SCORE?  |
| **Answer:** SCORE provides free, confidential business advice through our volunteer network of 10,000+ business experts. You can meet with a mentor online. Find out more here.  |

| **QUESTION:** Who do MBDCs serve?  |
| **Answer:** MBDCs are a good option for minority-owned businesses (including those owned by Black, Hispanic, Asian American/Pacific Islander, and American Indian business owners), especially those seeking to penetrate new markets — domestic & global — and grow in size and scale.  |
**Contracting**

If you are a government contractor, there are a number of ways that Congress has provided relief and protection for your business. Agencies will be able to modify terms and conditions of a contract and to reimburse contractors at a billing rate of up to 40 hours per week of any paid leave, including sick leave. The contractors eligible are those whose employees or subcontractors cannot perform work on site and cannot telework due to federal facilities closing because of COVID-19.

If you need additional assistance, please reach out to your local Small Business Development Center, Women’s Business Center, SCORE chapter, or SBA District Office. You should also work with your agency’s contracting officer, as well as the agency’s Office of Small and Disadvantaged Business Utilization (OSDBU).

Employee Retention Credit for Employers Subject to Closure or Experiencing Economic Hardship

This provision would provide a refundable payroll tax credit for 50 percent of wages paid by eligible employers to certain employees during the COVID-19 crisis. The credit is available to employers, including non-profits, whose operations have been fully or partially suspended as a result of a government order limiting commerce, travel or group meetings. The credit is also provided to employers who have experienced a greater than 50 percent reduction in quarterly receipts, measured on a year-over-year basis.

Wages of employees who are furloughed or face reduced hours as a result of their employer's closure or economic hardship are eligible for the credit. For employers with 100 or fewer full-time employees, all employee wages are eligible, regardless of whether an employee is furloughed. The credit is provided for wages and compensation, including health benefits, and is provided for the first $10,000 in wages and compensation paid by the employer to an eligible employee. Wages do not include those taken into account for purposes of the payroll credits for required paid sick leave or required paid family leave, nor for wages taken into account for the employer credit for paid family and medical leave (IRC sec. 45S).

- The credit is not available to employers receiving assistance through the Paycheck Protection Program. The credit is provided through December 31, 2020.

Delay of Payment of Employer Payroll Taxes

This provision would allow taxpayers to defer paying the employer portion of certain payroll taxes through the end of 2020, with all 2020 deferred amounts due in two equal installments, one at the end of 2021, the other at the end of 2022. Payroll taxes that can be deferred include the employer portion of FICA taxes, the employer and employee representative portion of Railroad Retirement taxes (that are attributable to the employer FICA rate), and half of SECA tax liability.

- Deferral is not provided to employers receiving assistance through the Paycheck Protection Program.
WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, and 20-24, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, there are currently at least 2,221 cases of COVID-19 in Washington State and, tragically, 110 deaths of Washingtonians associated with COVID-19; and

WHEREAS, models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state; and

WHEREAS, hospitalizations for COVID-19 like illnesses are significantly elevated in all adults, and a sharply increasing trend in COVID-19 like illness hospitalizations has been observed for the past three (3) weeks; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and
WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim: that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended; and that Proclamations 20-05, 20-07, 20-11, 20-13, and 20-14 are amended and superseded by this Proclamation to impose a Stay Home – Stay Healthy Order throughout Washington State by prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations provided herein.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace, and to implement the Stay Home—Stay Healthy Order described above, I hereby impose the following necessary restrictions on participation by all people in Washington State by prohibiting each of the following activities by all people and businesses throughout
Washington State, which prohibitions shall remain in effect until midnight on April 6, 2020, unless extended beyond that date:

1. All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from leaving their home or place of residence except to conduct or participate in (1) essential activities, and/or (2) employment in providing essential business services:

a. Essential activities permitted under this Proclamation are limited to the following:
   1) Obtaining necessary supplies and services for family or household members and pets, such as groceries, food and supplies for household consumption and use, supplies and equipment needed to work from home, and products necessary to maintain safety, sanitation and essential maintenance of the home or residence.
   2) Engaging in activities essential for the health and safety of family, household members and pets, including things such as seeking medical or behavioral health or emergency services and obtaining medical supplies or medication.
   3) Caring for a family member, friend, or pet in another household or residence, and to transport a family member, friend or their pet for essential health and safety activities, and to obtain necessary supplies and services.
   4) Engaging in outdoor exercise activities, such as walking, hiking, running or biking, but only if appropriate social distancing practices are used.

b. Employment in essential business services means an essential employee performing work for an essential business as identified in the “Essential Critical Infrastructure Workers” list, or carrying out minimum basic operations (as defined in Section 3(d) of this Order) for a non-essential business.

c. This prohibition shall not apply to individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence. These individuals are permitted and urged to leave their homes or residences and stay at a safe alternate location.

d. This prohibition also shall not apply to individuals experiencing homelessness, but they are urged to obtain shelter, and governmental and other entities are strongly encouraged to make such shelter available as soon as possible and to the maximum extent practicable.
e. For purposes of this Proclamation, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.

2. All people in Washington State shall immediately cease participating in all public and private gatherings and multi-person activities for social, spiritual and recreational purposes, regardless of the number of people involved, except as specifically identified herein. Such activity includes, but is not limited to, community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition also applies to planned wedding and funeral events. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from participating in public and private gatherings of any number of people for social, spiritual and recreational purposes. This prohibition shall not apply to activities and gatherings solely including those people who are part of a single household or residential living unit.

3. Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that, effective midnight on March 25, 2020, all non-essential businesses in Washington State are prohibited from conducting all activities and operations except minimum basic operations.

a. Non-essential businesses are strongly encouraged to immediately cease operations other than performance of basic minimum operations, but must do so no later than midnight on March 25, 2020.


c. This prohibition does not apply to businesses consisting exclusively of employees or contractors performing business activities at their home or residence, and who do not engage in in-person contact with clients.
d. For purposes of this Proclamation, minimum basic operations are the minimum activities necessary to maintain the value of the business’ inventory, preserve the condition of the business’ physical plant and equipment, ensure security, process payroll and employee benefits, facilitate employees of the business being able to continue to work remotely from their residences, and related functions.

This Proclamation shall not be construed to prohibit working from home, operating a single owner business with no in-person, on-site public interaction, or restaurants and food services providing delivery or take-away services, so long as proper social distancing and sanitation measures are established and implemented.

No business pass or credentialing program applies to any activities or operations under this Proclamation.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 23rd day of March, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State
EXECUTIVE ORDER NO. 20-12

STAY HOME, SAVE LIVES: ORDERING OREGONIANS TO STAY AT HOME, CLOSING SPECIFIED RETAIL BUSINESSES, REQUIRING SOCIAL DISTANCING MEASURES FOR OTHER PUBLIC AND PRIVATE FACILITIES, AND IMPOSING REQUIREMENTS FOR OUTDOOR AREAS AND LICENSED CHILDCARE FACILITIES

On February 28, 2020, I appointed the State of Oregon’s Coronavirus Response Team.

On February 29, 2020, the Department of Human Services issued strict guidelines, restricting visitation at congregate care facilities, including nursing homes.

On March 2, 2020, the State of Oregon Emergency Coordination Center was activated.

On March 8, 2020, I declared an emergency under ORS 401.165 et seq. due to the public health threat posed by the novel infectious coronavirus (COVID-19).

On March 12, 2020, I prohibited gatherings of 250 or more people, and announced a statewide closure of Oregon K-12 schools from March 16, 2020, through March 31, 2020.

On March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency.

On March 16, 2020, the Department of Human Services imposed its most recent protective measures to restrict visitors to long-term care facilities and other residential facilities. The Oregon Health Authority has adopted similar measures at the Oregon State Hospital and other behavioral health settings and has limited admissions to the Oregon State Hospital. The Oregon Department of Corrections has suspended all visits to state prisons.

On March 17, 2020, I prohibited gatherings of 25 or more people, banned on-site consumption of food and drink at food establishments statewide, and extending school closures until April 28, 2020. I also encouraged all businesses not subject to the prohibitions to implement social distancing protocols.

On March 18, 2020, I suspended in-person instructional activities at higher education institutions through April 28, 2020.
On March 19, 2020, I ordered the postponement of non-urgent health care procedures, in order to conserve personal protective equipment and hospital beds for the state's COVID-19 emergency response efforts. I also directed the Oregon Health Authority to provide guidance regarding limitations and screening for visitors to hospitals and ambulatory surgical centers.

COVID-19 may cause respiratory disease leading to serious illness or death. The World Health Organization considers COVID-19 to be a global pandemic. COVID-19 spreads person-to-person through coughing, sneezing, and close personal contact, including touching a surface with the virus on it and then touching your mouth, nose, or eyes.

To reduce spread of COVID-19, the United States Centers for Disease Control and Prevention (CDC) has recommended community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of people and social distancing in smaller gatherings.

State and local public health officials advise that the virus is circulating in the community and expect the number of cases to increase. The CDC reports that COVID-19 is most contagious when the individual is most symptomatic but may also spread before symptoms appear.

The number of COVID-19 cases continues to rise in Oregon. On March 8, 2020, at the time I declared an emergency, there were 14 presumptive or confirmed cases in Oregon. By March 12, 2020, there were 21. As of today, there are at least 161 cases and five deaths.

In a short time, COVID-19 has spread rapidly. Additionally, some Oregonians are not adhering to social distancing guidance provided by the Oregon Health Authority, as represented by crowds this last weekend at the Oregon Coast, Smith Rock State Park, the Columbia River Gorge, and other places around the state. To slow the spread of COVID-19 in Oregon, to protect the health and lives of Oregonians, particularly those at highest risk, and to help avoid overwhelming local and regional healthcare capacity, I find that immediate implementation of additional measures is necessary. The purpose of this Executive Order is to reduce person-to-person interaction with the goal of slowing transmission.
NOW THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Stay Home, Save Lives

1. It is essential to the health, safety, and welfare of the State of Oregon during the ongoing state of emergency that, to the maximum extent possible, individuals stay at home or at their place of residence, consistent with the directives set forth in my Executive Orders and guidance issued by the Oregon Health Authority. To that end, pursuant to ORS 433.441(3), ORS 401.168(1), ORS 401.175(3), and ORS 401.188(2) to (3), I am ordering the following:

   a. Non-essential social and recreational gatherings of individuals outside of a home or place of residence (e.g., parties, celebrations, or other similar gatherings and events) are prohibited immediately, regardless of size, if a distance of at least six feet between individuals cannot be maintained.

   b. Individuals are prohibited from patronizing businesses that are closed pursuant to paragraph 2 of this Executive Order, and from engaging in conduct prohibited by prior Executive Orders or inconsistent with guidance provided by the Oregon Health Authority.

   c. When individuals need to leave their homes or residences, they should at all times maintain social distancing of at least six feet from any person who is not a member of their immediate household, to the greatest extent possible, and comply with the other Social Distancing Requirements guidance issued by the Oregon Health Authority.

   d. Individuals may go outside for outside recreational activities (walking, hiking, etc.), but must limit those activities to non-contact, and are prohibited from engaging in outdoor activities where it is not possible to maintain appropriate social distancing (six feet or more between individuals).

   e. Failure to comply with any of the provisions of this Executive Order constitutes an imminent threat and creates an immediate danger to
public health. Any person found to be in violation of this Executive Order is subject to the penalties described in ORS 401.990.

Closure of Certain Businesses

2. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective 12:01 a.m. on March 24, 2020, I prohibit the operation of the following businesses, for which close personal contact is difficult or impossible to avoid:

   Amusement parks; aquariums; arcades; art galleries (to the extent that they are open without appointment); barber shops and hair salons; bowling alleys; cosmetic stores; dance studios; esthetician practices; fraternal organization facilities; furniture stores; gyms and fitness studios (including climbing gyms); hookah bars; indoor and outdoor malls (i.e., all portions of a retail complex containing stores and restaurants in a single area); indoor party places (including jumping gyms and laser tag); jewelry shops and boutiques (unless they provide goods exclusively through pick-up or delivery service); medical spas, facial spas, day spas, and non-medical massage therapy services; museums; nail and tanning salons; non-tribal card rooms; skating rinks; senior activity centers; ski resorts; social and private clubs; tattoo/piercing parlors; tennis clubs; theaters; yoga studios; and youth clubs.

3. Paragraph 2 of this Executive Order does not apply to restaurants, bars, taverns, brew pubs, wine bars, cafes, food courts, coffee shops, or other similar establishments that offer food or drink, which remain subject to Executive Order No. 20-07 (prohibiting on-premises consumption of food or drink, but allowing take-out or delivery service).

4. Indoor and outdoor malls, and other businesses subject to paragraph 2 of this Executive Order, are not prohibited from operating to provide food, grocery, health care, medical, pharmacy, or pet store services.

5. Subject to approval by the Governor, the Oregon Health Authority has the authority to determine if additional business closures are necessary to slow the spread of COVID-19 during the ongoing state of emergency.
EXECUTIVE ORDER NO. 20-12
PAGE FIVE

Required Social Distancing for Other Retail Businesses

6. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective 12:01 a.m. on March 24, 2020, I prohibit the operation of any other retail business not subject to paragraph 2 of this Executive Order, unless the business designates an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority.

7. Retail businesses that fail to comply with paragraph 6 of this Executive Order will be closed until they demonstrate compliance.

8. Paragraphs 6 and 7 of this Executive Order do not apply to grocery, health care, medical, or pharmacy services, which also are encouraged to comply with social distancing guidelines.

Workspace Restrictions

9. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective March 25, 2020, all businesses and non-profit entities with offices in Oregon shall facilitate telework and work-at-home by employees, to the maximum extent possible. Work in offices is prohibited whenever telework and work-at-home options are available, in light of position duties, availability of teleworking equipment, and network adequacy.

10. When telework and work-from-home options are not available, businesses and non-profits must designate an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority. Such policies also must address how the business or non-profit will maintain social distancing protocols for business-critical visitors.

11. Businesses and non-profits that fail to comply with paragraphs 9 and 10 of this Executive Order will be closed until they demonstrate compliance.
EXECUTIVE ORDER NO. 20-12
PAGE SIX

Government Buildings

12. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and
ORS 401.188(1) to (3), and effective March 25, 2020, all state executive
branch offices and buildings, to the maximum extent possible, shall close to
the public and provide public services by phone and online during regular
business hours. To the extent that closure is not feasible, in-person
interactions between staff and the public should be by appointment,
whenever possible. When public services require in-person interactions,
social distancing measures must be established, implemented, and enforced,
to the maximum extent possible.

13. State executive branch offices and buildings shall facilitate telework and
work-at-home by employees, to the maximum extent possible. When
telework and work-from-home options are not possible, agencies must
designate an employee or officer to establish, implement, and enforce social
distancing policies, consistent with guidance from the Oregon Health
Authority.

14. Paragraphs 12 and 13 of this Executive Order apply to all offices and
buildings owned or occupied by the state executive branch. This Executive
Order does not apply to offices and buildings owned or occupied by the
state legislative and judicial branches, federal government, local
governments, and tribal governments, but those governments are
nonetheless strongly encouraged to adhere to the policies underlying these
directives.

Childcare Facilities

15. Pursuant to ORS 433.441(3)(a) and (d), ORS 401.168(1), and
ORS 401.188(2) and (3), it is ordered that any childcare facility licensed
under ORS 329A.030 and ORS 329A.250 to ORS 329A.450 that does not
meet the requirements of paragraph 16 of this Executive Order shall close
from March 25, 2020, through April 28, 2020 ("effective period"), unless
that period is extended or terminated earlier by the Governor.

16. Notwithstanding paragraph 15, childcare facilities are allowed to remain
open during the effective period if they meet the following requirements:
EXECUTIVE ORDER NO. 20-12
PAGE SEVEN

a. Childcare must be carried out in maximum stable groups of 10 or fewer children ("stable" means the same 10 or fewer children are in the same group each day), and in a classroom that cannot be accessed by children outside the stable group; and

b. Facilities must prioritize the childcare needs of first responders, emergency workers, health care professionals, followed by critical operations staff and essential personnel, consistent with guidance provided by the Oregon Department of Education, Early Learning Division.

17. I delegate authority to the Oregon Department of Education, Early Learning Division, to set forth exceptions to the rules provided by paragraph 16 of this Executive Order, if it becomes necessary to do so.

Outdoor Recreation and Travel

18. Pursuant to the powers vested in me by ORS 433.441(3), ORS 401.168(1) and (3), and ORS 401.188(1) to (3), I hereby order all private and public campgrounds to be closed immediately. This order does not prohibit camp hosts or veterans from remaining in state campgrounds, nor does it extend to RV parks and other housing.

19. I authorize the Oregon Parks and Recreation Department to close any property or facility, when proper social distancing cannot be maintained.

20. I order the immediate closure of all pools, skate parks, outdoor sports courts, and playground equipment areas.

21. For public recreational areas that are permitted to remain open subject to this Executive Order, signs requiring social distancing must be posted at all entrances, exits, and in prominent areas. On-site restrooms must have trash cans, and soap and water or hand sanitizer available. Users of open public recreational areas must strictly adhere to social distancing guidelines.

22. Individuals are directed to minimize travel, other than essential travel to or from a home, residence, or workplace; for obtaining or providing food, shelter, essential consumer needs, education, health care, or emergency services; for essential business and government services; for the care of family members, household members, elderly persons, minors, dependents,