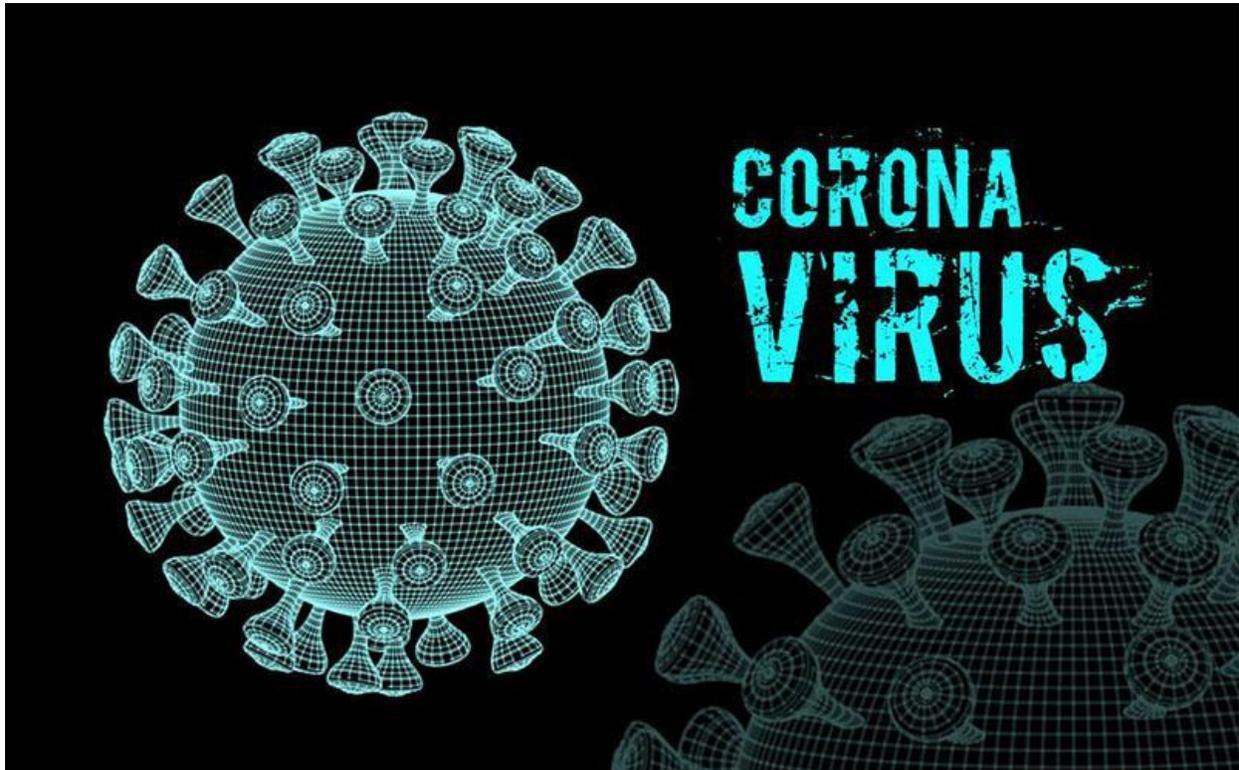




Special 'COVID-19' Retailer Resource Guide



March 11, 2020

SPECIAL 'COVID-19' RETAILER RESOURCE GUIDE

Washington Retail would like to acknowledge the rapid response and resiliency demonstrated by the business community and employees during this unprecedented COVID-19 situation. While all eyes are on Washington, it is heartening to see collaborations and resources from the [Governor's office](#), government agencies, and the private and nonprofit sectors.

We also want to express our heartfelt condolences for those impacted by illness and death due to the novel coronavirus outbreak.

As stewards of Washington's retail experience, we will look to our members to more clearly understand the unique needs of retailers across Washington State as we navigate the situation.

This COVID-19 edition newsletter consists of resources to:

- Support employers and employees
- Provide retailer specific guidance on business operations
- Make COVID-19 general topics available

In addition, we hope you will find our website feature section helpful with:

- A dedicated [COVID-19 resource page](#) to provide a dynamic platform for retailers and employees to stay updated on resources.
- A [COVID-19 employer resource webinar](#) week of March 16-20. Registration will open as soon as we receive confirmation with a guest speaker from the Employment Security Department. Please check the registration link again soon.

Stay updated and stay in touch with [Washington Retail](#). Should you have additional input and or questions, please contact Rose Gundersen at rgundersen@waretailservices.com or 360-200-6452 (o) / 360-704-0049 (c).

On March 10, 2020, **Governor Inslee** [announced ways](#) to support workers and businesses impacted by COVID-19 –

"Through careful planning and by working together, we can mitigate the economic hardships this situation is going to cause," Inslee said. "Whether it's businesses expanding their paid leave and telework options, support for state workers, unemployment insurance or Paid Family and Medical Leave, we can help provide individuals with additional security while they care for themselves and their families. I am also directing the state to look at ways to minimize impact for those impacted by self-quarantine. We can also ensure employers retain their workers even if they need to slow down their business operations. On top of all that, we are expanding the ability of employers to retain their workers even if they need to slow business operations."

Advisory and Support for Employers and Businesses

To determine whether your decisions and responses are still in compliance with federal and state laws on protected leaves, safety and health, wage and hour...

- [Federal employment law FAQ](#) from the National Law Review has an impressive collection of 32 questions and answers on these employment laws.
- You can find L&I's guidance on state specific requirements [here](#).

If you need guidance on your inquiries with employees and requirements on this topic...

- [Employers Action Guide](#) from the National Law Review
- [Comprehensive and updated FAQ for employers on COVID-19](#) includes guidance on the [Americans with Disabilities Act](#) which prohibits employers from making disability-related inquiries with narrow exceptions.
- The Health Insurance Portability and Accountability Act (HIPAA) needs to be considered. This [HIPPA Privacy and Novel Coronavirus](#) is guidance provided by the U.S. Department of Health and Human Services. It is important to understand the narrow circumstances when disclosure of information without the patient's authorization is permissible to protect public health.

If business disruptions cause you delay in paying state taxes...

- The Governor's [press release](#) on March 10 announced [Financial assistance for Washington taxpayers](#)
- This press release includes additional information on export assistance, workers, etc.

If you are interested in resources from the national level...

- Coronavirus Toolkit from the U.S. Chamber of Commerce
 - [Guidance For Employers](#) - For employers to plan and respond to the Coronavirus.
 - [Workplace Tips](#) - For workplace tips and resources for employers to combat the virus.
 - [Corporate Aid Tracker](#) – Details on how businesses are helping nationwide.
 - [Survey on Business Impact](#) - To view business impact survey results from the American Chamber of Commerce in China.
 - [Resilience in a Box](#) - If your business needs help putting a plan in place, use the U.S. Chamber Foundation's toolkit created in partnership with the UPS Foundation.
 - [More Resources](#) - For more resources, including consolidated, business-specific guidance from the Centers for Disease Control and Prevention (CDC).

Resources for Employees

If your scheduled hours have been temporarily reduced or diminished entirely...

Besides keeping employees safe and healthy, finding resources to support their financial need is a priority inquiry from our members. The Employment Security Department (ESD) launched a [COVID-19 resource](#)

COVID-19 SCENARIOS	Paid Sick & Safe Leave (Employer not on leave)		Unemployment Insurance		Paid Family & Medical Leave		Historical Insurance (HI)
	Current Law	Emergency	Current Law	Emergency	Current Law	Emergency	
Worker is unable to work due to COVID-19	✓	✗	✗	✓	?	✗	✗
Worker was injured and quarantined because of COVID-19	✓	✗	✗	✓	✗	✗	✗
Worker is caring for sick family member	✓	✗	✗	?	✗	✗	✗
Worker is caring for sick family member who is a caregiver	✓	✗	✗	?	✗	✗	✗
Worker is caring for sick family member who is a caregiver and has a child	✓	✗	✗	?	✗	✗	✗
Worker is unable to get to work due to COVID-19	✗	✗	✗	✗	?	✗	✗
Worker is unable to get to work due to COVID-19 and has a child	✗	✗	✗	✗	?	✗	✗
Employee must shut down business operations	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child and is a caregiver	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child and is a caregiver and has a child	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child and is a caregiver and has a child and is a caregiver	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child and is a caregiver and has a child and is a caregiver and has a child	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child and is a caregiver and has a child and is a caregiver and has a child and is a caregiver	✗	✓	✓	✓	✗	✗	✗
Employee must shut down business operations and has a child and is a caregiver and has a child and is a caregiver and has a child and is a caregiver and has a child	✗	✓	✓	✓	✗	✗	✗

[webpage](#) with a [Scenarios & Benefits Option Chart](#) (*pictured right*) to provide guidance on various potential benefits available to employees in our state. You will likely find one or more of the following options applicable to your scenario:

- Protected leave and state benefit options for infected employees, quarantined or care for family members
 - Paid sick leave may be available for many scenarios common in the current crisis.
 - Paid family medical leave is available only when you are tested positive.
- [Shared work](#) is a great resource if your employer reduces work hours, but employers need to initiate and coordinate with the ESD.
- [Temporary layoffs or standby](#) – Employees who are either part-time or full-time are eligible to apply for this benefit without meeting the job search requirement. (ESD has just promulgated emergency rules to also make this option for part-time employees.)

Applications with the ESD are available by phone or online [here](#). According to the ESD Commissioner Suzan LeVine, their staffing to process unemployment applications is ready and adequate unless the current situation worsens dramatically.

If you have work related COVID-19 exposures...

The Department of Labor and Industries (L&I) just announced allowance of COVID-19 exposure as a valid workers' compensation claim for healthcare providers, first responders and those who work in facilities with documented exposures. For retail employees whose exposure or contraction is incidental, the claim will likely be denied. You may read L&I news on this topic sent on March 9, 2020 [here](#).

For other tips to prevent, manage a likely infection or potential exposures...

- [Workplace tips](#) for employees from the US Chamber of Commerce Foundation
- Go to the **General and regional information on COVID-19** section below.

Retailer Specific Tips & Information

- [The Coronavirus and Force Majeure Clauses](#) - As a result of the disruption, many businesses are assessing their contracts to understand the extent of their rights, remedies and obligations with respect to their business partners. This article from the National Law Review provides some insights to manage these situations.
- [Coronavirus and the Retail Industry: Pricing and Advertising Issues](#) - Retailers are facing challenges related to pricing and supply chain issues. Jurisdictions across the U.S. generally prohibit price increases on certain goods during times of emergencies. The report explains some of the challenges other companies are facing.
- [The impact of the Coronavirus on Retail](#) - Retailers' top priority is the health and safety of their workers and their customers. This report provides insights into the variety of disruptions in terms of supply chain, "aggressive shopping" with some retailers, threats to luxury and brick-and-mortar stores, and boosts for e-commerce.
- [10 tips for protecting your small business from Coronavirus](#) - Please find 10 tips to manage the possible risks of the virus to your business. This guides companies to be ready in the event your company is exposed to the virus.

General and Regional Info on COVID-19

- The [Centers for Disease Control has a section on guidance for business](#). Here you will find ways for businesses to plan, prepare and respond to Coronavirus Disease 2019. This interim guidance is based on current knowledge [about the Coronavirus disease 2019 \(COVID-19\)](#).
- The [Environmental Protection Agency has a listing of recommended products to use for disinfecting](#). Here is a listing of many products that can be used to combat the spread of COVID-19. Some products are Ready-To-Use (RTU). Some can be made with supplies you may already have, such as mixing 5 to 6 tablespoons of bleach per gallon of water for disinfecting surfaces.
- The [Washington Department of Health](#) has information on what to do if you have symptoms or have been exposed and how to get [tested](#). The latest statistics for Washington State can be found here.
- The Occupational Safety and Health Administration ([OSHA](#)) is providing a [guide booklet](#) on preparing workplaces for COVID-19.
- The [World Health Organization](#) has travel advice and guidance.