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## Resources for Small Business Preparedness

Long-term implications and effects on the economy, specifically small businesses, are a top priority and concern. The following information and FAQs are provided to assist small business owners navigate COVID-19 preparation and response.

### What can I do immediately to help prevent the spread of COVID-19?

- Do not allow sick employees to come to work. Staying home when sick is a fundamental "stop the spread" tip that can be particularly difficult to follow if employees do not have sick leave or they feel otherwise compelled to show up.
- Assess the current state of your sick leave policies and ensure consistency with public health guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and clearly communicate these policies with your employees.
- Speak with your business vendors and suppliers about the importance of preventing further spread of COVID-19 by aligning sick leave policies.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Working from home is an option for some people, and we encourage employers to find ways to expand its use as much as possible during an outbreak.

### What is the Colorado Health Emergency Leave with Pay program?

The [Colorado Health Emergency Leave with Pay program](#) requires up to four days of paid sick for employees being tested for coronavirus COVID-19 in select industries which include: leisure and hospitality; food services; child care; education, including transportation, food service, and related work at educational establishments; home health, if working with elderly, disabled, ill, or otherwise high-risk individuals and; nursing homes and community living facilities.

### Is there financial assistance available for small business owners?

Targeted, low-interest loans may be available to small businesses and non-profits that have been severely impacted by Coronavirus, or COVID-19. Visit [www.sba.gov/disaster](http://www.sba.gov/disaster) to learn more.

### I am concerned that I may have to lay off employees. Is that my only option?

The Work-Share Program may provide an alternative to laying off employees by allowing them to keep working, but with fewer hours. While an employee is working fewer hours, he or she

may be eligible to collect part of his or her regular unemployment benefits.

<https://www.colorado.gov/cdle>

### **Is it too late to make a business continuity plan for preparedness, response and recovery, specifically for COVID-19?**

Small business owners are encouraged to plan for potential interruptions to daily business operations.

- Prepare: Identify risks to your specific industry and business model, as well as the steps you can take now limit negative impacts. Discuss how you will effectively communicate with your employees and test your response measures as outlined in your written plan.
- Respond: What's your timeline for each scenario? What's your communication platform for employees and customers? What training have you put in place?
- Recovery: Did your plan work? What resources did you put in place to help? What resources are available from the local to federal levels?

#### **Helpful Links:**

<https://pikespeaksbdc.org/>

<https://coloradospringschamberedc.com/covid-19/>