

# COVID Q&A + Resources for Small Business Owners & HR Professionals

We want to thank you for attending Thursday's webinar. Rhonda and I sincerely hope that we were able to provide answers and guidance during these unprecedented times.

We have gathered all the resources we promised into this one document to share with you. We hope that you find it helpful.

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- Rhonda Beard :: [rhonda@bench-builders.com](mailto:rhonda@bench-builders.com)

## Additional Questions?

If you have any questions at all feel free to email either myself or Rhonda.

**You can also take advantage of our free 2-hour consultation to get some direct help with the immediate issues you're facing at no cost to you. You can [click here to sign up](#).**

## Webinar #2 Recording - April 2, 2020

View the Recording:

[https://zoom.us/rec/play/uZV7cOCh\\_zs3SNCQtQSDAvIoW9W8KaKs2yAX\\_fIJz07nUXJXNAL0ZeARNqIeghZaTnAu5lyirl3bKtk?autoplay=true&startTime=1585836341000](https://zoom.us/rec/play/uZV7cOCh_zs3SNCQtQSDAvIoW9W8KaKs2yAX_fIJz07nUXJXNAL0ZeARNqIeghZaTnAu5lyirl3bKtk?autoplay=true&startTime=1585836341000)

## Webinar #2 PowerPoint - April 2, 2020

View the PowerPoint:

<https://netorgft2282169.sharepoint.com/:p:/s/BenchBuilderDesign/EdecCG0AADxMr2F6wvCL3t8BU4hurQeS2IO9Mm-CbzkmNg?e=do7YPS>

## Families First Coronavirus Response Act Executive Summary

View the Summary:

[https://netorgft2282169-my.sharepoint.com/:w:/g/personal/mike\\_bench-builders\\_com/Ef4\\_GC3xK6xBtqzXg7YZ1dEBiFcjztwoqJui5J6PhGuWPg?e=eIVbZz](https://netorgft2282169-my.sharepoint.com/:w:/g/personal/mike_bench-builders_com/Ef4_GC3xK6xBtqzXg7YZ1dEBiFcjztwoqJui5J6PhGuWPg?e=eIVbZz)

## FFCRA Required Poster

View the Required Poster:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

## Questions & Answers

Will employees receive the full \$600 Unemployment supplement on top of the state unemployment, even if it is more than they normally make?	Yes, if an employee has a qualifying reason for Unemployment benefits, they can receive both the state unemployment, based on their qualifying wages, and the \$600 supplement for the 4-month period, even if it totals more than their normal earnings.

<p>If a company closes its business temporarily, can employees first take their 2 weeks of paid sick leave before applying for unemployment?</p>	<p>No, employees can only take the Paid Sick Leave under one of the six qualifying reasons related to COVID medical condition of their own, a family member, or child's school or daycare closing. Employees will be eligible for unemployment benefits under a company closing.</p>
<p>Can Paid Sick Leave and EFMLEA be taken intermittently?</p>	<p>Yes, if your employer allows it. Paid Sick Leave may only be taken intermittently while teleworking.</p> <p>If you are prevented from working or teleworking your normal schedule because you need to care for your child whose school or place of care is closed due to COVID-19 related reasons, you and your employer may agree that you can take expanded family medical leave intermittently either while teleworking, or working at you place of business when possible.</p>
<p>Can an exempt employee who is working from home ask for a reduced schedule, work only 4 hours/day and be paid 4 hours/day?</p>	<p>Although this question does not have a clear answer yet published, the Wage and Hour Division of the DOL has stated that employers may split an exempt employee's time who may be taking intermittent EFMLEA due to their children's school or daycare closure. Full pay will be provided for hours worked and 2/3 pay for hours under EFMLEA without jeopardizing exempt status of employee.</p>
<p>Will an employee receive the \$600 if they currently do not qualify for unemployment, not enough wages?</p>	<p>Under the new <u>Pandemic Unemployment Assistance</u>, self-employed workers, independent contractors, and workers who do not have a long-enough work history to qualify for state UI benefits could be eligible for 50% of the state's average weekly unemployment benefit, plus \$600/week supplement.</p>

<p>Is the employer responsible to pay unemployment if the employee decides not to attend work even though the business continues to operate?</p>	<p>Most likely not. However, employees who quit their job for coronavirus-related reasons could qualify for unemployment benefits. This applies to those who contract the virus themselves, or who must leave their jobs to provide full-time care to family and other relatives but do not have access to paid leave benefits.</p>
<p>What is the employer's responsibility if a commission-only employee's pay is reduced due to lack of work available?</p>	<p>Employees with reduced hours or earnings may be eligible for unemployment or partial unemployment depending upon their total weekly earnings. Each state has Weekly Work Allowance. If earnings are under that amount, unemployment benefits are available. If over that amount, employees may still be eligible for a reduced benefit amount.</p>
<p>Some of our employees are working remotely right now but others are still in the office. Our managers are struggling to keep up with everyone.</p> <p>Are you aware of any training or consulting programs that are offered online to help them adapt to these new situations?</p>	<p>We are already offering remote consulting programs to help business owners, HR professionals, and management teams address immediate issues.</p> <p>Our management training programs can also be delivered remotely.</p> <p><a href="#">Schedule your free 2-hour consultation</a> with us if you think these options would be helpful for your business.</p>
<p>Is there any guidance on document organization for all this extra paperwork out there yet? How long do we have to keep those records?</p>	<p>IRS requires records and documentation related to and supporting each employee's leave to substantiate the claim for tax credits (and validate the need for leave). Employers must retain records of employees' work, telework, and qualified E-PSL and E-FMLA leave, for purposes of showing how the amount of qualified</p>

	<p>wages were paid. In addition, employers must also retain documentation showing how it determined the amount of qualified health plan expenses that it allocated to wages. The IRS has not yet stated the length of time records need to be retained, but companies should follow retention requirements for other payroll and tax records.</p>
<p>Are you going to be doing another webinar soon?</p>	<p>Yes, this pandemic is shifting things constantly for everyone and we want to continue to be a resource for you. Our next Covid Q&amp;A will likely be next Thursday (4/9) at 10:00 a.m. ET. You will receive an invitation.</p>
<p>If I have more questions after this, can I contact you?</p>	<p>Absolutely! You can:</p> <ul style="list-style-type: none"> <li>● Email Mike at: <a href="mailto:mike@bench-builders.com">mike@bench-builders.com</a></li> <li>● Email Rhonda at: <a href="mailto:rhonda@bench-builders.com">rhonda@bench-builders.com</a></li> <li>● Or <a href="#">schedule a 2-hour free consultation</a>.</li> </ul>

## Additional Tools & Resources

Here are some additional tools & resources we hope you will find helpful. We've labeled each tool as either free, freemium (has a free tier, but also has paid upgrades), or paid. Many of the freemium tools have free tiers that keep them essentially free forever for smaller businesses.

1. [Slack](#) is a group communication tool that helps you keep in touch with your team as they are working remotely. (Freemium)
2. [Trello](#) is a tool that will help you manage your workload. (Freemium)

3. [Zoom](#) is a meeting and webinar software. We used the webinar product for this webinar. We also use the meeting software regularly in our own business. (Paid)
4. [EZTexting](#) allows you to send bulk text messages to your list. (Freemium)
5. [Google Forms](#) allows you to gather information such as contact or emergency contact info. The submissions are stored in a [Google Sheet](#) to make it easier for you to export them to an emailing or texting software. (Free)
6. [Google Docs](#) and [Google Slides](#) make it easier for you to share information and keep it up-to-date in real-time. This document is created using Google Docs. You simply share the link with your employees and they will always see the most up-to-date version. (Free)
7. [Google Sites](#) makes it easy for you to set up a company intranet website to communicate more complex information with your information if a doc or slides isn't robust enough. For example, if you want to organize the information into multiple pages or include training videos. (Free)
8. [MailChimp](#) lets you easily communicate with your employees and/or customers quickly via email in bulk. (Freemium)
9. [Loom](#) lets you record and quickly share short videos to help you communicate quickly. This is helpful when you need to convey confidence, explain complex concepts, or share information quickly.
10. [SHRM](#) Society of Human Resource Management. There are a number of free resources available online. If you join SHRM, you gain access to member-exclusive sample policies, legal and compliance resources, HR news, free webcasts, HR Magazine, Ask an HR Advisor service and more.
11. [ATD](#) Association for Talent Development. Also offers free online resources. ATD is the world's largest association dedicated to those who develop talent in organizations.
12. [World at Work](#) Total Rewards Association. Association for those interested in total rewards - be it compensation and/or benefits. Said differently, total rewards defines an organization's strategy to attract, motivate, retain and engage employees.

# Webinar #1 Recording - March 25, 2020

View the Recording:

[https://zoom.us/rec/share/-PdMEIDszXpOUKfGsF\\_hZ48HN4b5X6a8hCMZrvEFmUtyOEsngHGE\\_Y7Aeme0AiSu?startTime=1585144524000](https://zoom.us/rec/share/-PdMEIDszXpOUKfGsF_hZ48HN4b5X6a8hCMZrvEFmUtyOEsngHGE_Y7Aeme0AiSu?startTime=1585144524000)