



We are committed to providing the most up to date assistance information from our state and federal partners to the business community. Here is an update as of noon today on tools that businesses can access.

EMPLOYEES

We understand that deciding what to do with regards to your employees is one of the more difficult choices you are faced with present. As you evaluate your resourcing, you will want to carefully consider which staff is critical to your ability to maintain your business over the short term as well as how you will manage your financial resources to maintain staffing. Should you decide to lay off employees, below are some resources to help you navigate this process.

Unemployment Information for Your Employees

Here is the latest guidance with regard to employees who are laid off temporarily or permanently as well as information regarding Layoff Aversion Funds. They should file for unemployment insurance (UI) benefits immediately. If the layoff is short term, 4 weeks or less, the employee does not have to search for employment while they are receiving benefits.

[More Information](#)

Alternatives to Layoffs

Reduced Hours Via Work Share

Work Share provides an alternative for larger employers 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.

[More Information](#)

Permanent Layoffs: Rapid Response Assistance

If you are considering a long-term or permanent layoff of workers, contact the WorkSource center for rapid response assistance. Local Rapid Response teams can help you navigate through this challenging process and assist with the development and implementation of a transition strategy.

[More Information](#)

Local contact:

Northwest Oregon Works
Debra Smith, Program Manager
541.921.7329

Debra@onwib.org

FINANCIAL RESOURCES

SBA ECONOMIC INJURY DISASTER LOAN PROGRAM

The SBA's Economic Injury Disaster Loan program is intended to target small businesses with working capital low-interest loans of up to \$2 million and can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. There is more information on this here: [More Information](#)

SPECIAL NOTE: These funds and instructions on how to apply for these have not yet been released. We are awaiting official guidance from the Governor's office regarding the eligibility of Oregon and Clatsop County small businesses for the SBA's Economic Injury Disaster Loan details on this program and will notify you as soon as it occurs.

In the meantime, we encourage you to contact your bank or any creditor about any financial assistance they may be able to provide such as Lines of Credit and/ or deferred or reduced payments on existing loans. We also encourage you to speak to your landlord, utility providers, suppliers and any other vendor you may have terms with to explore options. Having a plan to manage your cash flow is critical at this juncture. **Please note, any financial programs that may become available, including through the SBA, will likely require that you have up-to-date Financial Statements so if you do not have those, please talk to your CPA, Bookkeeper or engage with your SBDC Advisor if you need assistance.**

Additional Resources

Business Oregon Guidance for Businesses

[Guidance for Businesses](#)

Financial Resources for Businesses

Oregon Employment Department

[COVID-19 Related Business Layoffs, Closures, and Unemployment Insurance Benefits](#)

Center for Disease Control (CDC)

[Interim Guidance for Businesses and Employers](#)



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CEDR/CCC SBDC | 1455 North Roosevelt | Seaside, OR 97138

Clatsop Economic Development Resources | 1455 N Roosevelt, Seaside, OR 97138

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