



*COVID Business
Resource Guide*

**RE-OPENING
SAN BERNARDINO
COUNTY**



COUNTY OF SAN BERNARDINO

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A Message from the Economic Development Department & Workforce Development Department

During this unprecedented national health crisis, San Bernardino County has continued its work to provide information to help our County businesses to cope with the COVID-19 pandemic and begin to carefully move forward.

It is no simple task. Each day we are reminded by the challenges and priority to keep our communities healthy and safe while providing the right guidance to business for re-opening.

We are encouraged by the generosity and support of County businesses and residents to support, source and shop local. Working together will make the difference in our recovery.

The County is following State of California guidelines for re-opening as we move through the approved recovery stages per Governor Newsom. The guidelines are designed to help businesses reduce the risk of COVID-19 and create a safer environment for workers and customers.

This package includes information on what is included in each of the four re-opening stages

and business guidelines by industry for re-opening safely. There is also an update on San Bernardino County department and services and how to access what you need. The County is committed to operating safely as employees and departments begin to return to County offices and facilities. You will see a number of new protocols and procedures in place, as well as continued use of online tools for services.

There is also a list of resources that are available for employers and job seekers through the County, Federal and State. If you need assistance to access any of these resources, let us know. We want to do all we can to help businesses to re-open and thrive.

In closing thank you to all the healthcare workers, first responders, and essential employees throughout the County who have continued to work despite tremendous conditions to help our County to move forward.



Economic Development Department



Workforce Development

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Guidance for Reopening

As we prepare for the re-opening of our business community, we have compiled a variety of resources to assist in this effort. In addition to the resources on the following pages, please visit the following County departmental webpages to access information on business services and support.

- **County of San Bernardino's Economic Development Department's website at:**
<https://www.selectsbcounty.com/major-initiatives/covid-19>
- **County of San Bernardino Workforce Development Department's website at:**
<http://wp.sbcounty.gov/workforce/>
- **County of San Bernardino Land Use Services Department's website at:**
<http://cms.sbcounty.gov/lus/Home.aspx>
- **County of San Bernardino Department of Public Health:**
<http://sbccovid19.com/>

STATE GUIDELINES FOR BUSINESS OWNERS TO CREATE A WORKPLACE SPECIFIC PLAN

The following PDFs share industry-specific COVID guidelines from the California Department of Public Health.

Guidance for Dine-in Restaurants:

<https://files.covid19.ca.gov/pdf/guidance-dine-in-restaurants--en.pdf>

Guidance for Shopping Centers:

<https://files.covid19.ca.gov/pdf/guidance-shopping-centers--en.pdf>

Guidance for Retailers:

<https://files.covid19.ca.gov/pdf/guidance-retail--en.pdf>

Guidance for Hair Salons and Barbershops:

<https://files.covid19.ca.gov/pdf/guidance-hair-salons--en.pdf>

Guidance for All Additional Industry Sectors:

For other businesses seeking greater clarification on the statewide guidance to follow if permitted to open, please visit: <https://covid19.ca.gov/industry-guidance/>

Economic Development Department Services & Resources

The County of San Bernardino **Economic Development Department** is your partner in business success and is committed to supporting your business during these unprecedented times. The Economic Development team, has developed a list of business resources to help local businesses re-open, bring employees back into physical workplaces, and restart the local economy.

SITE SELECTION ASSISTANCE

The Economic Development Department offers free site selection assistance to new and existing businesses within the County. If you are looking to expand, downsize or consolidate operations in San Bernardino County, the Economic Development Team can assist by providing a confidential site search for available properties based on specific, client-provided site criteria as well as coordinating site tours with real estate brokers and developers.

MARKETING ANALYSIS ASSISTANCE

The Economic Development Department offers free market analysis and demographic information for companies seeking to re-evaluate market potential, business, and consumer prospects in the form of the following customized reports and maps:

• MARKET PROFILE	• RETAIL MARKETPLACE PROFILE
• DEMOGRAPHIC AND INCOME PROFILE	• BUSINESS SUMMARY
• HOUSING PROFILE	• STANDARD SITE MAP
• RETAIL GOODS AND SERVICES EXPENDITURES	• AERIAL MAP (IF AVAILABLE)

NEW! SHOP LOCAL RESTAURANTS/LISTINGS

San Bernardino County is home to many one-of-a-kind restaurants and various dining experiences. In an effort to support our local economy, the Economic Development team has created an interactive map to showcase various local restaurants: <https://arccg.is/0Cn0Tb>

Any local restaurants that would like to be featured on this platform may submit information at this:



Workforce Development Department Services & Resources

The San Bernardino County Workforce Development Board (WDB) understands the challenges that businesses are facing during the COVID-19 pandemic. In an effort to respond to the immediate needs of businesses, the County of San Bernardino Workforce Development Board has tools and resources readily available to assist businesses during these challenging times.

FREE HUMAN RESOURCES HOTLINE (1-877-282-3763)

The HR Hotline is a toll-free number that any business in San Bernardino County can use for Human Resource advice. The purpose of the hotline is to assist local employers with live advice pertaining specifically to Human Resource related topics and issues. This can help protect a company from costly fines and penalties that could potentially put an employer out of business. The hotline provides advice on topics such as:

• ONBOARD FURLOUGHED EMPLOYEES	• HIRING QUESTIONS & PROCEDURES
• DISCIPLINE-RELATED ISSUES	• WORKERS COMPENSATION
• LABOR LAWS	• CALIFORNIA LEAVE LAWS
• WAGE UPDATES	• TERMINATION ISSUES

LAYOFF AVERSION/BUSINESS CONSULTING

The County Workforce Development Board has partnered with industry experts to provide businesses with the most up-to-date information and skills necessary to help them gain a competitive advantage in the "New Economy".

The goal is to assist businesses in streamlining their operations, decrease their costs, and building their profits: maximizing on their strengths while strategically addressing areas of improvement. In working with businesses, they will achieve new efficiencies, enhanced performance, and increased productivity in today's highly competitive environment.

ON-THE-JOB TRAINING (OJT)

This program is available to assist businesses in offsetting the training costs of new employees. Normally when businesses hire new employees there is a period of time when the employee is learning the job and he/she is not as productive as more experienced employees. OJT assists in offsetting these costs and helps your company to hire and train highly qualified employees. This program provides eligible companies reimbursement for up to 50% of a new hire's wage while they are in training.

Workforce Development Department Services & Resources



BUSINESS WORKSHOPS

Business workshops are available to employers at no cost. They cover a wide range of topics, including COVID-19, human resources, process improvement, branding and marketing, business basics, leadership, and much more. For the complete list of workshops currently being offered, [visit our workshop page](#).

Customized Recruitment Services & Access to a Large Pool of Screened Job Applicants.

We can help you hire the right employees at no cost. Through the America's job centers of California (AJCC) we can tap into our pool of prescreened candidates and identify qualified individuals to meet your needs.

Our services include:

- SOURCING JOB SEEKERS THROUGH OUR CANDIDATE DATABASES (WWW.CALJOBS.CA.GOV) AND THROUGH LOCAL PARTNER ORGANIZATIONS.
- RECRUITING AND SCREENING CANDIDATES BASED ON YOUR NEEDS, REFERRING THE MOST QUALIFIED TO YOUR BUSINESS.
- ORGANIZING CUSTOMIZED RECRUITMENTS

AJCC LOCATIONS IN SAN BERNARDINO COUNTY

As job seekers begin to re-enter the workforce, the AJCC's are ready to assist those who have been impacted by the COVID-19 pandemic. Certified career advisors are available to assist job seekers with individual employment counseling, identifying career paths, updating resumes, and successful interview techniques.

In addition, new grants will be available to those who have been heavily impacted by the COVID-19 pandemic, "Underserved COVID-19 Impacted Individuals Grant" & "2020 COVID-19 Employment Recovery National Dislocated Worker Grant". The grants assist individuals in gaining the resources needed to rejoin the workforce.

- West Valley AJCC - 9650 9th Street, Suite A, Rancho Cucamonga, CA, 91730 909.941.6500
- East Valley AJCC - 658 E. Brier Drive, Suite 100, San Bernardino, CA, 92408 909.382.0440
- High Desert AJCC- 17310 Bear Valley Road, Suite 109, Victorville, CA, 92395 760.552.6550

For more information regarding these services or to learn more, please visit the Workforce Development website at: [San Bernardino County Workforce Development](#)

Other County Services & Resources

VIRTUAL BUILDING INSPECTION SERVICES



Land Use Services

San Bernardino County Building and Safety offers Virtual Inspections (VI) for various permit applications. VI is performed through a video conference by utilizing smartphones or tablets between the County Building Inspector and the property owner or contractor of a project. The major benefit of utilizing VI is the ability to schedule a precise inspection time, thus eliminating the 2-4 hours of wait time. To view a full list of inspections eligible for virtual inspection, please click [here](#). If you have any questions regarding Virtual Inspections, please call San Bernardino County Land Use Services Department, Building and Safety Division at (909) 387-8311 or (760) 995-8140.

PURCHASING PREFERENCE FOR LOCAL BUSINESSES



Purchasing

The purpose of this policy is to apply a local preference of five percent (5%) in the evaluation of bids and proposals in order to offer a competitive advantage to local vendors. In a price-based bid, five percent (5%) will be deducted from the local vendor's proposed cost for the purpose of comparison when the local vendor's proposed cost is not the lowest. If the local vendor's bid is equal to or lower than the price of an otherwise successful non-local vendor after the 5% preference is applied, the local vendor will be given the opportunity to match the lowest quoted price.

To become a vendor for San Bernardino County, please follow the link:
<http://wp.sbcounty.gov/purchasing/>

Business Services & Resources

FEDERAL RESOURCES



On March 27, 2020, the U.S. President signed into law the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The \$2 trillion stimulus package will fund a number of small business initiatives to address the unprecedented public health and economic crisis related to COVID-19. A comprehensive overview of programs funded through the CARES Act and other available business resources and tools is listed below.

SBA DISASTER LOAN ASSISTANCE



The U.S. Small Business Administration is offering designated states and territories low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19).

Through the CARES Act, the following small business loans are available:

- COVID-19 Economic Injury Disaster Loan Advance (Up to \$10,000)
- COVID-19 Economic Injury Disaster Loan (Up to \$2 million)

PAYCHECK PROTECTION PROGRAM (PPP)



The Paycheck Protection Program, which will serve as an extension of the Small Business Administration (SBA) 7(a) loan program, allows financial institutions to provide federally-backed, forgivable loans to eligible businesses.

- Businesses with less than 500 employees
- Maximum loan size is up to 2.5 times the average monthly payroll costs over the prior 12 months or Up to \$10 million

EXPRESS BRIDGE LOAN



The Express Bridge Loan (EBL) provides direct loan assistance to small businesses located in communities impacted by Presidentially-declared disasters and disasters declared by SBA under its own authority.

- Express Bridge Loan (Up to \$25,000)
- Max 7-year repayment

Business Services & Resources

STATE RESOURCES

CALIFORNIA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT (CALED)



As businesses and the local economy are hit hard by the virus and its effects, CALED has gathered federal, state, and local resources that provide guidance as well as examples of what communities are doing to help their local businesses.

1. Business resources
2. Employer and employee resources
3. Loans and financial assistance
4. Examples of local business assistance and programs

CALIFORNIA CAPITAL ACCESS PROGRAM (CALCAP) FOR SMALL BUSINESS



CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY

The California Capital Access Program for Small Business (CalCAP SB or Program) encourages banks and other financial institutions to make loans to small businesses that have difficulty obtaining financing. If you own a small business and need a loan for start-up, expansion or working capital, you may receive more favorable loan terms from a lender if your loan is enrolled in the CalCAP Loan Loss Reserve Program. This program helps communities by providing financing to businesses that create jobs and improve the economy.

CALIFORNIA COMPETES TAX CREDIT



The California Competes Tax Credit (CCTC) is an income tax credit available to businesses that want to locate in California or stay and grow in California.

1. The tentative amount of credits that can be allocated by GO-Biz is approximately \$180 million in each fiscal year 2018-19 through 2022-23.
2. The minimum tax credit amount a business can request is \$20,000.

IMMEDIATE TAX RELIEF FOR BUSINESSES IMPACTED BY COVID-19



- Program administered by the California Department of Tax and Fee Administration (CDTFA)
- Provides an automatic three-month extension for taxpayers filing less than \$1 million in sales tax on the return
- Extends the availability of existing interest and penalty-free payment agreements to larger companies with up to \$5 million in sales tax
- Provides expanded interest-free payment options for larger businesses particularly affected by significant restrictions on operations based on COVID-19 transmissions

For more information, please click [Here](#)

\$500 MILLION FOR NEW COVID RELIEF GRANT FOR SMALL BUSINESS



- Program will be administered by the CA Office of the Small Business Advocate (CalOSBA) for businesses impacted by COVID and the health and safety restrictions.
- Funds will be awarded to selected intermediaries with established networks of Community Development Financial institutions to distribute relief through grants of up to \$25,000 to underserved micro and small businesses throughout the state by early 2021.
- Non-profits would also be eligible for these grants.
- Program is currently underway and will be made available soon.

To check for updates and to sign up to receive an alert when program is launched, please click [Here](#)

INCREASE FUNDING FOR THE CA REBUILDING FUND BY \$12.5 MILLION



- Program consists of \$25 million to help impacted small businesses rebuild from the economic crisis and keep local economies strong.
- The Governor has increased funding by \$12.5 million which will help the third party administrator of the fund raise \$125 million to make more low-interest loans to small businesses with less access to loans from traditional banking institutions.

For more information, please click [Here](#)

All interested small business owners can apply for a loan at www.CALoanFund.org

MAIN STREET HIRING TAX CREDIT



- Authorizes \$100 million in hiring tax credit for qualified small businesses.
- The credit is equal to \$1,000 per qualified employee, up to \$100,000 for each small business employer.

Application is now open: [Here](#)

A full list of existing state support for businesses can be found [Here](#).

CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY



The California Department of Resources Recycling and Recovery (CalRecycle) administers a Recycling Market Development Zone (RMDZ) Loan Program to encourage California based recycling businesses to prevent, reduce or recycle recovered waste materials through value-added processing or manufacturing. Facilities must be located within a CalRecycle designated RMDZ and use postconsumer or secondary recovered waste feedstock generated in California. There are currently 3 RMDZ designated jurisdictions in the County of San Bernardino.

Business Services & Resources

CALIFORNIA EMPLOYMENT TRAINING PANEL



Program provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs: <https://etp.ca.gov>

CALIFORNIA MANUFACTURERS & TECHNOLOGY ASSOCIATION (CMTA) AND CA EMPLOYMENT TRAINING PANEL (ETP) COVID TRAINING



CMTA is partnering with the California Employment Training Panel on a COVID-19 hiring credit of up to \$2,000 per employee. The employee has to receive four hours of training for the company to receive the credit and it is for select sectors and sub sectors of manufacturing. Details on our program [Here](#)

LOCAL RESOURCES

SCORE INLAND EMPIRE SCORE

SCORE offers FREE business mentoring, low-cost or no-cost business training, and numerous templates and tools to help you start or grow a business.

1. Mentorship
2. Business Counseling

INLAND EMPIRE SMALL BUSINESS DEVELOPMENT CENTER (IESBDC)



SBDC seminars are offered throughout the year at no or minimal across San Bernardino County. Seminar topics include: funding, target marketing, lease negotiation, market research, business planning, financial management, trade, and more.

1. Workshops
2. Business Counseling
3. Funding
4. Management
5. Marketing

Disclaimer

The County of San Bernardino (County) has made every effort to ensure the reliability and accuracy of the information provided in this guide related to the COVID-19 pandemic guidelines and business resources.

However, the guide may not contain all necessary information for all businesses or workplaces. Additionally, as COVID-19 circumstances continue to rapidly evolve, so will State and County public health and safety recommendations and requirements. Information in this guide may not constitute the most up-to-date medical, legal, financial or other information. The information provided in this guide is provided as a public service and does not, and is not intended to, constitute medical, legal or financial advice; instead, all information, content, and materials available in this guide are for general informational purposes only. This guide contains links to third-party websites. Such links are only for the convenience of the reader; the County does not recommend or endorse the contents of the third-party sites.

The County strongly recommends that before implementing any of the practices and procedures contained herein, you carefully evaluate all information and consult with your own medical, legal, financial, and other advisors regarding the legality, applicability, and potential efficacy of this information in your place of business and to determine what if any other recommendations or requirements may apply.

While the County strives to keep all content current and correct, the County makes no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, timeliness or suitability of information contained in this guide or in any of the resources listed. This guide is provided "as is," and you are under no obligation to use it; no representations are made that the content is error-free.



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