

# GUIDANCE FOR HOW TO NAVIGATE BUSINESS IMPACTS RELATED TO COVID-19:

Are you concerned with being able to pay employees through this situation?

**YES, my needs are related to personnel.**

**NO. I just need funding for non-payroll related expenses.**

**DO YOU HAVE SUFFICIENT RESERVES TO PAY EMPLOYEES WHILE YOU WAIT FOR POSSIBLE FEDERAL AID?**

**ECONOMIC INJURY DISASTER LOAN (EIDL) EMERGENCY ADVANCE**

Use MNA's Cash Flow Planning Template to Analyze your Cashflow.

The SBA is offering to advance businesses a \$10,000 grant that does not need to be paid back. That grant will be paid quickly – in as little as three days.

**NO.**

**YES.**

**CAN YOU OPEN AN OPERATING LINE OF CREDIT WITH YOUR LOCAL LENDER WHILE WAITING FOR FEDERAL AID?**

**CALL LOCAL LENDER TO APPLY FOR PAYCHECK PROTECTION PROGRAM.**

You can apply for that \$10,000 grant as part of the Economic Injury Disaster Loan process. If you are awarded the \$10,000 emergency grant, you will not have to pay the grant (just the grant) back. You will still have to repay the rest of your SBA Economic Injury Disaster Loan.

Please reach out to MNA to discuss lending options or to connect to a lender.

SBA will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities.

You can also apply for just the \$10,000 EIDL advance without having to accept a larger EIDL loan. Learn more about EIDL and the Emergency Advance.

**NO.**

**YES.**

You may need to consider options for reducing your payroll.

Reach out to your local lender about an operating line of credit and Paycheck Protection Program.

**Visit the Paycheck Protection Program website to learn more about the PPP.**

**Visit [covid19relief.sba.gov](https://covid19relief.sba.gov) to apply.**

**IF UNABLE TO SECURE PPP LOAN:**

**You can apply for both an EIDL Emergency Advance and a Paycheck Protection Loan. Each source of funding MUST be used for a different purpose, however.**

**DEFERRAL OF PAYROLL TAXES:**

**EMPLOYEE RETENTION CREDIT:**

Allows employers to defer payment of the employer share of Social Security taxes, 6.2% on employee wages.

Provides a refundable payroll tax credit for 50% of wages paid by employers to employees during the COVID-19 crisis.

**Learn more about the Payroll Tax Deferral.**

**Learn more about the Employee Retention Credit.**

## IF YOU NEED TO CONSIDER YOUR OPTIONS FOR REDUCING YOUR PAYROLL:

Do you have some work for an employee to do and some funding to pay them?

**NO.**

**YES.**

**YES, BUT...**

**CONSIDER TEMPORARY LAYOFF OR FURLOUGH.**

If employee has insufficient wage credits or was self-employed, they may qualify for Pandemic UI Assistance (PUA).

**Learn more about Pandemic Unemployment Assistance.**

If employee has exhausted all UI benefits for their current benefit year, they may qualify for up to 13 weeks of additional UI benefit under the Pandemic Unemployment Compensation Act (PUEC).

**Learn more about the Pandemic Unemployment Compensation Act.**

If employer offers reduced schedule, employee may qualify for partial unemployment benefits. Employee can receive wages up to 25% of the state portion of the weekly unemployment insurance benefit check with no reduction. Wages in excess of 25% result in benefit being reduced by half of the wages exceeding 25% of the weekly benefit amount.

My employees have requested or been required to take leave due to COVID-19.

If employee cannot work some or all of their scheduled hours due to COVID-19 reasons affecting the employee or individuals who receive care from the individual or due to a child whose school or place of care is closed due to COVID-19, both parties may agree to intermittent use of emergency leave benefits through the Families First Coronavirus Response Act.

**All claimants may qualify for additional \$600 per week paid until July 31, 2020 under the Pandemic Unemployment Compensation Act (PUEC).**

## WHAT HAPPENS IF MY EMPLOYEES REQUEST OR ARE REQUIRED TO TAKE EMERGENCY LEAVE AS A RESULT OF COVID-19?

Employee is  
A) Diagnosed with COVID-19,  
B) Has symptoms & is awaiting diagnosis, or  
C) Has been advised by healthcare provider to isolate or quarantine.

Employee must take care of an individual who is  
A) Diagnosed with COVID-19,  
B) Has symptoms & is awaiting diagnosis, or  
C) Has been advised by healthcare provider to isolate or quarantine.

Employee must take care of a child due to school or place of care closure.

**Child is under 18 OR over 18 and incapable of self-care. Children 14+ must have special circumstances.**

**Employee provides employer with requested documentation.**

**Employee provides employer with requested documentation.**

**Employer provides 10 days paid sick leave at 2/3rds of employees regular rate for the number of scheduled hours unable to work.**

**Employer provides 10 days paid sick leave at 100% of employees regular rate for the number of scheduled hours unable to work.**

**Employer provides 10 days paid sick leave at 2/3rds of employees regular rate for the number of scheduled hours unable to work.**

**If employee has been employed for at least 30 days, place on enhanced FMLA at 2/3rds pay for up to an additional 10 weeks minus any other FMLA use in the current 12 month period.**

**Employer receives full reimbursement through payroll tax credits.**

**Employer receives full reimbursement through payroll tax credits.**

**Employer receives full reimbursement through payroll tax credits.**