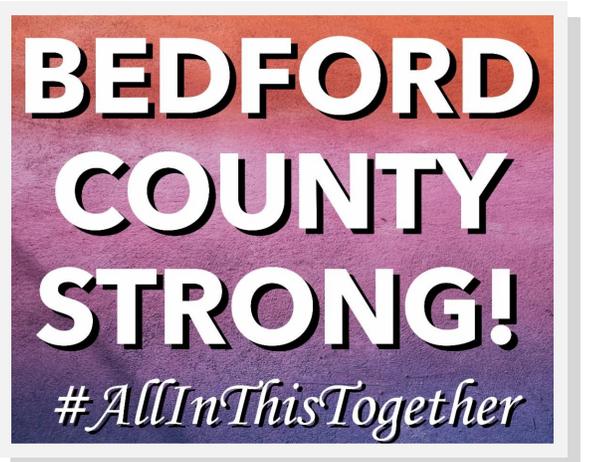
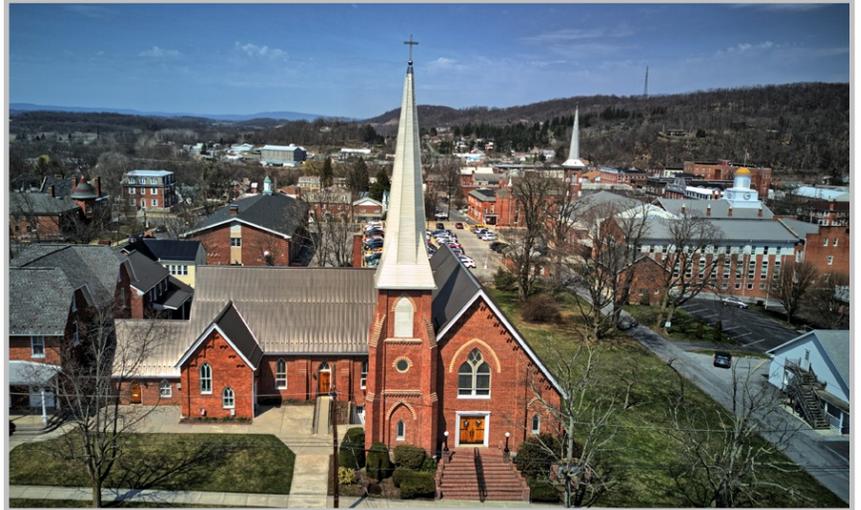


COVID-19 Return-to-Work / Ready-to-Reopen Resources

Restoring Bedford County...Together

#BedfordCountyStrong ~ #AllinthisTogether ~ #CommUNITY



Be Ready to Re-Open

As Pennsylvania begins the process of easing restrictions on business and individual activities, The Chamber has developed this resource guide to assist you in the process of reopening businesses responsibly and safely as we work together to restore the Bedford County region.

Business reopening will be in three phases: red, yellow, and green. Phases will be assigned based on a combination of conditions in a county or region, with all counties starting in the red phase. Twenty-four PA counties are scheduled to enter the yellow phase on May 8th, while Bedford County remains in the red phase. (Please see page 3 for thumbnail color-coded guidelines.)

We will update this guide weekly, or as circumstances dictate. The Chamber will also continue to provide updates via email (*e-Connection* newsletter), and on our website: www.bedfordcountychamber.com. You are welcome to call us for assistance: 814.623.2233. (The office will be closed to the public, but our team is working remotely and will respond ASAP.)



In the Historic Russell House
203 South Juliana Street
Bedford, PA 15522

(Office currently closed to the public per state guidelines for Covid-19, but the team is working remotely to support our business community.)

Office Phone: 814.623.2233

Use Prompts to Forward Calls to:

Kellie Goodman Shaffer, President-CEO
kellie@bedfordcountychamber.org

Sarah Ferrari, Program/Events Coordinator
sarah@bedfordcountychamber.org

Delrae Hagstrom, Membership Liaison
delrae@bedfordcountychamber.org

Bob Octavio, Bookkeeper
bob@bedfordcountychamber.org

BedfordCountyChamber.com

Follow us on Facebook, Instagram, Youtube

In This Guide

3.....	PA, US Chamber Online Resources
4.....	PA Reopening Phases
5	CDC Guidelines for Businesses
6-8	PA Health Dept. Guidelines for Business
9.....	Resources & Supplies (PPE)
10.....	PA CareerLink Resources for Business
11.....	Marketing Checklist for Re-Opening
12.....	Social Media Tips for Businesses
13-17.....	Printable Posters, Fliers
18-19.....	Unemployment Compensation
19.....	SBA Funding Guide
20.....	Credits & Attributions
	Signs of Solidarity



An initiative of the PA Chamber

PA Chamber Launches 'Bringing PA Back' Initiative, Website

HARRISBURG – As part of its bold new initiative to help businesses safely re-open their facilities and jumpstart the economy, the PA Chamber has launched the 'Bringing PA Back' [website](#).

The site, developed after weeks of meetings with local Chambers of Commerce, business associations and industry leaders from throughout the state, is a powerful tool to assist businesses through the re-opening phase safely and effectively.

“Our 'Bringing PA Back' initiative aims to do just that with a user- friendly website that will help employers as they prepare to re-open their physical locations, and ensure the safety and well-being of their employees and customers,” said PA Chamber President and CEO Gene Barr. “Working together, we know that we can come out of this unprecedented time stronger than before and with our economy moving forward.”

The comprehensive website features critical information for employers, including:

- guidance from trusted sources on workplace readiness – such as cleaning and safety standards;
- employment opportunities;
- industry-specific guidance (e.g. construction, manufacturing, restaurant/food safety, lodging, retail, etc.)
- and policy recommendations that will help to revive Pennsylvania’s economy.

The website also includes a map of the Commonwealth – identifying which phase of the re-opening process each county is currently in – along with an overview of the Wolf administration’s guidance for each phase. The PA Chamber has also developed policy recommendations that are focused on the state’s economic recovery and which we will be working with elected officials to enact – all of which are highlighted on the website. As the 'Statewide Voice of Business™', the PA Chamber will be advising elected officials on how best to proceed.

The PA Chamber will be regularly updating the website to keep employers apprised of new government guidance and industry best practices. Learn more: <http://www.bringingpaback.com>



US CHAMBER STATE-BY-STATE REOPENING GUIDE

The US Chamber has created a State-by-State resource for re-opening, as part of its [PATH FORWARD](#) initiative. Additionally, the organization offers Webinar Wednesday trainings, National Town Halls and other programs and resources to help businesses through the COVID-19 crisis. [Link to the US Chamber event page.](#)

[CLICK HERE FOR THE STATE-BY-STATE RESOURCE FOR RE-OPENING.](#)

COVID-19 REOPENING PHASES

WORK & CONGREGATE SETTINGS

SOCIAL SETTINGS

RED PHASE

- LIFE-SUSTAINING BUSINESSES ONLY
- RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE
- SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION
- MOST CHILD CARE CLOSED

- STAY AT HOME ORDERED
- LARGE GATHERINGS PROHIBITED
- RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY
- ONLY TRAVEL FOR LIFE-SUSTAINING PURPOSES

YELLOW PHASE

- TELEWORK MUST CONTINUE WHERE FEASIBLE
- BUSINESSES WITH IN-PERSON OPERATIONS MUST FOLLOW SAFETY ORDERS
- CHILD CARE OPEN WITH WORKER + BUILDING SAFETY ORDERS
- RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE
- SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION

- STAY AT HOME RESTRICTIONS LIFTED IN FAVOR OF AGGRESSIVE MITIGATION
- LARGE GATHERINGS PROHIBITED
- IN-PERSON RETAIL ALLOWED CURBSIDE/DELIVERY PREFERRED
- INDOOR RECREATION, HEALTH AND WELLNESS FACILITIES (SUCH AS GYMS, SPAS), AND ALL ENTERTAINMENT (SUCH AS CASINOS, THEATERS) REMAIN CLOSED
- RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY

GREEN PHASE

- ALL BUSINESSES MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES

- AGGRESSIVE MITIGATION ORDERS LIFTED
- INDIVIDUALS MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES

Employer Guidance: [Follow CDC guidelines for employers](#), Including:



- Social distancing by maintaining six feet from others
- Protective equipment like masks and gloves must be provided
- Proper sanitation every workday
- Voluntary temperature checks before entering the workplace (no more than 100.4 degree)
- Implement a workplace tracing policy and procedure after a positive COVID-19 test
- Anyone with symptoms must stay home and cannot return to work until cleared by a doctor
- High traffic areas must be cleaned on a regular basis
- Capacity requirements cannot exceed 20% of occupancy
- Encourage employees to work from home where possible
- Groups cannot be any larger than 10 people
- Retail operations should have specific hours or make special accommodations for vulnerable populations
- Workplace safety operational guidelines must be established and provided to employees

Healthy Employees are Crucial for your Business. Here are 10 Ways to Help Keep Them Safe & Well:

<p>Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.</p>		<p>Have conversations with employees about their concerns. Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.</p>	
<p>Develop other flexible policies for scheduling and telework (if feasible) and create leave policies to allow employees to stay home to care for sick family members or care for children if schools and childcare close.</p>		<p>Talk with companies that provide your business with contract or temporary employees about their plans. Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.</p>	
<p>Promote etiquette for coughing and sneezing and handwashing. Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.</p>		<p>Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department. Actively encourage flexible work arrangements such as teleworking or staggered shifts.</p>	
<p>Perform routine environmental cleaning. Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.</p>		<p>Consider the need for travel and explore alternatives. Check CDC's Travelers' Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.</p>	
<p>Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.</p>		<p>If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.</p>	

Source: Center for Disease Control. Additional CDC guidelines for businesses are available here: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>

Employers should consider developing a re-entry plan as appropriate for the size and type of organization.

Considerations may include:

Safety and Health Costs

Sanitation and protection of employees/customers may have associated costs. Bringing employees and customers back in phases may help off-set some of the costs.

Communications

Transparency and communication with employees will be key for a successful re-entry.

Employees Survey: Conduct a survey to help with developing your re-entry plan. This survey should be used to establish who is ready and can come back to work. It can also identify any hardships on the employee which include, but are not limited to, lack of child care, financial issues and mental stress.

Sample Survey Questions

1. Are you comfortable with returning to work?
 - a. If no, why?
(Refusal to return to work without cause can negate unemployment benefits.)
 - b. When would you be comfortable with returning to work?

2. Will you have a hardship with returning to work due to:
 - a. Child care
 - b. Caring for a family member

3. Have you traveled outside of the region in the last 14 days?
 - a. Where?
 - b. Did you self-quarantine after your return?
 - c. Have you had any COVID-19 symptoms in the last 14 days?
 - d. Have you cared for a person you know has been diagnosed with COVID-19?
 - e. Have you been around anyone who you know has been diagnosed with COVID-19?

Employee Assistance

Human Resources should be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.

Contact your health insurance provider for updated materials, brochures, etc.
to provide to your employees, if needed.

In addition, help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed. **Contact the Crisis Text Line by texting PA to 741-741.**

Source: PA Department of Health - additional resources for businesses are available here:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

OPERATIONAL GUIDELINES



Pennsylvania's Health Secretary has established operational protocols for businesses that are authorized to maintain/resume in-person operations, including protocols upon discovery of an exposure to a person who is a probable or confirmed case of COVID-19. The full order is available to read/review here:

<https://www.governor.pa.gov/wp-content/uploads/2020/04/20200415-SOH-worker-safety-order.pdf>

Protocols include:

- ◆ Following guidelines from the Centers for Disease Control (CDC) for regularly cleaning & disinfecting facilities, provided here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
Clean: Use soap and water to remove germs, dirt, and impurities from surfaces.
Disinfect: Use disinfectant products to kill germs on surfaces.
- ◆ The U.S. Environmental Protection Agency has compiled a list of disinfectant products, including ready-to-use sprays, concentrates, and wipes, here:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
Follow the product label [instructions](#) and safety information including leaving the product on the surface long enough to kill germs and rinsing off the product to avoid ingesting it.
- ◆ Requiring employees and customers/visitors to wear face masks, except to the extent an employee is using break time to eat or drink. Employers may approve masks obtained by or made by employees.
- ◆ Businesses should deny entry into a facility to customers/visitors not wearing masks, unless the business is providing medication, medical supplies, or food, in which case the business must provide alternative methods of pick-up or delivery of such goods.
- ◆ Providing employees access to regular handwashing with soap, hand sanitizer, and disinfectant wipes and ensure that common areas (including but not limited to break rooms, locker rooms, dining facilities, rest rooms, conference or training rooms) are cleaned on a regular basis, including between any shifts.
- ◆ Handwashing breaks should be scheduled at least every hour.
- ◆ Maintaining social distancing of 6 feet for employees and customers.
- ◆ When practical, stagger work start/stop times and breaks for employees to avoid large gatherings.
- ◆ Where feasible, businesses should conduct business with the public by appointment only. To the extent that this is not feasible, businesses must limit occupancy to no greater than 50% of the number stated on the applicable certificate of occupancy at any given time, as necessary to reduce crowding in the business, and must place signage throughout each site to mandate social distancing for both customers and employees.
- ◆ Shields or other barriers should be installed at registers and check-out areas to physically separate cashiers and customers or other measures taken to ensure social distancing.
- ◆ Meetings or gatherings of employees, while maintaining social distancing, should not exceed 10 people

Additional PA Dept. of Health resources for businesses are available here:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Businesses.aspx>

PLAN COMPONENTS



Returning Employees

1. Establish optional work plans:
 - Work remotely when feasible.
 - Return workforce in phases.
 - Develop alternating schedules/shifts between working in the office & remotely.
2. Employees with a temperature greater than 100.4 F should stay home.
3. Those who feel ill should take sick time or be allowed to work from home for 72 hours.
4. Employees should wear masks.
5. Wash hands frequently.
6. Disinfect personal workstations at the start and end of the workday.

Building Access

1. Only employees should initially be allowed in a non-retail business.
2. If applicable, limit/control the entry and exit door for employees.
3. Tape off the section/desk area of the receptionist at six feet or install a barrier.
4. If your business requires outside patrons/guests:
5. Require and/or provide masks.
6. Provide hand sanitizer as they enter the building.

Meeting Rooms

1. In-person meetings should be limited to employees only.
2. Meeting with others should be conducted virtually.
3. Limit meetings to no more than 10 people, maintaining social distancing.
4. Disinfect meetings rooms before and after each use.

Common Areas

1. Limit common areas where employees are likely to congregate with strict social distancing protocols. These areas should be disinfected at the end of each day.
2. Use of shared equipment such as copiers should be minimized and any shared equipment should be sanitized between each employee's use.
3. Sanitize employee food and containers before storing in a common area.
 - Food stored in a common refrigerator should be sanitized.

Travel

1. Minimize non-essential travel initially.

HEALTH SIGNAGE for your Business

Printable Posters from the CDC are available here: <https://www.cdc.gov/handwashing/materials.html>

2. Adhere to CDC guidelines regarding isolation after travel.

RESOURCES/SUPPLIES: Chamber Members



Bedford County
Chamber of Commerce

CLEANING SERVICES

Commercially Clean Janitorial Services

508 East Penn Street

Bedford, PA 15522

(814) 285-0203

commerciallycleanjanitorial.com

Family-owned janitorial company providing commercial cleaning services & individualized residential service, including deep clean, spring clean, etc. Fully-insured & bonded. Call for free consultation.

M & M Janitorial

131 Mann Street / P.O. Box 452

Bedford, PA 15522

(814) 623-1296

www.mmjanitorial.org

We perform cleaning services for commercial, industrial and residential accounts. Services include: Basic cleaning, Complete housecleaning, VCT & Hard surface floor care, carpet cleaning, windows, powerwashing.

Mother Daughter Cleaning, LLC

163 Eichler Road

Fishertown, PA 15539

(814) 494-3833

motheranddaughtercleaningllc.com

We are accepting new customers, helping and training as many businesses as we can. We are here for all of your Covid-19 cleaning needs, and have worked throughout this crisis to stop the spread. Call & ask for Lisa.

Premier Cleaning & Restoration

191 Locust Street

Claysburg, PA 16625

(814) 239-8211



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

STATE RESOURCES FOR PPE, SUPPLIES:

DCED has compiled a procurement portal listing resources for purchasing personal protective equipment (PPE's) and other supplies needed to protect employees, customers and the community as businesses reopen in the wake of the Coronavirus. This is the link:

<https://dced.pa.gov/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>

3 WAYS

PA CareerLink®

CAN PROPEL  YOUR BUSINESS

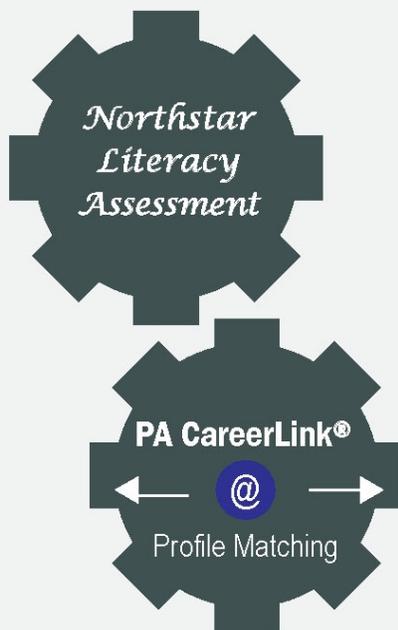
PA CareerLink® is the employer's hub for saving time and money on recruitment, hiring, and training.

1. RECRUITMENT & HIRING

The Southern Alleghenies PA CareerLink® staff have helped employers place hundreds of qualified candidates in the past 12 months by providing the following at no cost:

1. Job postings on the PA CareerLink® website: www.PACareerLink.pa.gov
2. Resume screening along with immediate access to thousands of applicants, including veterans.
3. Space at PA CareerLink® facilities for recruitment and interviewing.
4. Research and assistance with wage rates, job descriptions, and other labor market data.
5. One-on-one technical assistance with the PA CareerLink® website: www.PACareerLink.pa.gov

2. TOOLS



3. TRAINING

The Southern Alleghenies PA CareerLink® offer access to programs that can add to your bottom line by providing:

1. On-The-Job Training with minimum savings of 50% on qualified new hires.
2. Free employer workshops for professional development.
3. Access to current graduates of training for the region's Jobs-in-Demand.
4. Access to low-cost industry partnership training and professional development opportunities.

90%

Retention Rates Exceed
90% for OJT Employees



IMMEDIATE ACCESS TO
400,000+ JOB SEEKERS



HELP WITH FEDERAL
CONTRACT COMPLIANCE



QUALIFIED PROFESSIONAL
CANDIDATES



RESUME SCREENING
SERVICES

CONTACT INFORMATION

Pennsylvania
CareerLink®

PA CareerLink® Bedford County

A proud partner of the AmericanJobCenter® network

One Corporate Drive, Suite 103
Bedford, PA 15522 814-623-6107

EQUAL OPPORTUNITY PROGRAM - AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST - CERTAIN INCOME & ELIGIBILITY RESTRICTIONS MAY APPLY

MARKETING RESOURCES: COVID-19 CHECKLIST

Your Website: Review & Update as Needed

- Status of Operation:
Open? Closed? Modified Hours?
- Changes in Operation:
Deliveries? Shipping? Curbside Pick-Up? Virtual Appointments, etc.?
- Contact Information (especially if different from usual and be sure to routinely monitor all the ways customers may contact you including Facebook, Messenger, text, etc.
- COVID-19 policies and procedures: How are you keeping employees and customers safe? You could add a special banner or page to outline your company's reaction to the virus.
- Make sure your website links to your social media platforms as well.



Social Media Platforms

- Review vital info listed above – hours, open/closed status, contact, info and update as needed
- Actively work to promote your brand and engage your audience (see tips on page 12 of this guide.)
- Don't be afraid to pat yourself on the back! Write about your community involvement, especially in regards to helping others through the COVID-19 crisis. Show your company's compassion and involvement. No matter what social media platform you use, it's especially important right now. The value of immediate interaction with your customers is vital during the crisis and will be during the recovery. Facebook, Instagram, Twitter, YouTube and other platforms are outstanding tools to shine a light your own services, but you may also want to consider building on the conversation: ask your followers what information they want to see right now. You can also cooperate with other businesses by sharing each other's content – win-win!

Search Engines

Google Local Business helps to connect businesses and their community, but the popular search engine has limited its local features in response to the Coronavirus outbreak.

Learn more: <https://localu.org/google-my-business-changes-due-to-covid-19/>

In spite of the limitations during the COVID-19 crisis, you should still review your listing for accuracy:

Name: (some businesses changed name to include “takeout only” or other message during Coronavirus, but marketing experts caution about how this could impact your search engine optimization going forward.) If you have changed your name in this manner, make sure you change it back if circumstances change to be sure your listing is accurate.

Phone: If you updated your business phone number to a home or cell number, be sure to change it back when you return to your business. And don't forget to update your work answering machine message to reflect any changes.

Hours of Operation – You may want to explore using Google's option to set special hours. This tells customers that your business is still operational, but it is less likely to impact your SEO (search engine optimization.) **YELP & BING** allow for changes to your listing as well.

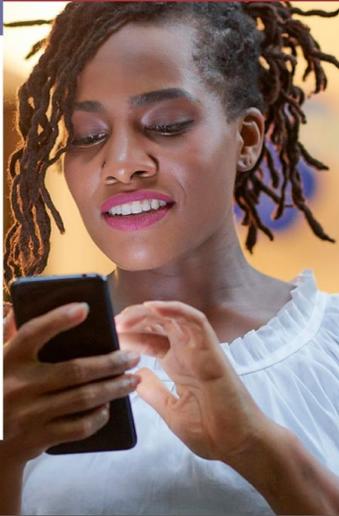
Email Marketing: Think about how to reach your email audience in a new and different way – customers are overwhelmed with email messages right now. Try some creative features - offering customers something that is both valuable and fun (e.g. polls, contests, trivia, games, videos, etc.)

MARKETING RESOURCES: SOCIAL MEDIA REMINDERS

Use a **hashtag** for your business and encourage customers to use it when they receive your product or service.

Ask customers to post photos and/or videos opening to-go boxes, unboxing supplies or kits.

- 1-2 Hashtags for Facebook.
- Up to 30 Hashtags on Instagram
- 3 Hashtags on LinkedIn



Ensure your team is commenting on your posts with at least 5 to 7 words.

Meaningful, organic conversation tells Facebook, Instagram, and LinkedIn your post is engaging and will send it out to more feeds.

COMMENTS

SHARES

LIKES



Optimize your social media channels.

- All the information is accurate.
- All buttons go to the correct link.
- Business Instagram linked to business Facebook.
- Your Instagram has a link in the bio.
- You have a company page on LinkedIn.
- You have an updated personal LinkedIn profile.
- You have a YouTube account for your business.

The average lifespan of a facebook post is four hours.

Post often!

Repost the same content with new photos every couple of days and schedule posts throughout the day. Ensure your brand stays top-of-mind.



Short, 20 to 30-second vertical videos are hot, hot, hot!

Don't worry about how produced it is, just shoot and post. Keep it short, get straight to the point and post more details in the text of the post.



Show behind-the-scenes pictures/videos and share them on your Facebook & Instagram Stories.

Do NOT neglect the Stories platform.

Be sure your Instagram is connected to your Facebook business page and auto share the stories from Instagram to Facebook.



We're Back...

**WE'RE
OPEN**

& Better Than Ever!

Restoring Bedford County...Together

#CHAMBER

Let's be friends... online!

Visit our website for tips
on how to follow
social distancing guidelines!

WEBSITE

#BedfordCountyStrong

#AllinthisTogether

#commUNITY

Restoring Bedford County...Together

#CHAMBER

WELCOME!

**For your safety
and for the safety of our team**



**Face Mask
Required
for Entry**

**Maintain Social
Distance (6 ft.)**

**If you don't have a mask or would prefer not to enter,
call us for personalized service:**

Restoring Bedford County...Together

#CHAMBER

Welcome Back!

For your safety

and for the safety of our team



Face Mask
Required
for Entry

Maintain Social Distancing (6 feet)

**If you don't have a mask or would prefer not to enter,
call us for personalized service:**

Restoring Bedford County...Together

#CHAMBER



CHAMBER TIPS

be safe & support small business

PREVENTION | CARE | SUPPORT



1 WASH YOUR HANDS

WASH YOUR HANDS FOR 30 SEC.
(SING HAPPY BIRTHDAY TWICE)



2 COVER YOUR NOSE & MOUTH

USE A TISSUE
WHEN COUGHING OR SNEEZING



3 DON'T TOUCH YOUR FACE

AVOID TOUCHING YOUR FACE,
ESPECIALLY EYES, NOSE, MOUTH



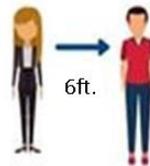
4 CLEAN SURFACES FREQUENTLY

REGULARLY CLEAN & DISINFECT
FREQUENTLY TOUCHED SURFACES



5 STOP SHAKING HANDS

DON'T SHAKE HANDS OR HUG
WHEN SAYING HELLO.



6 KEEP YOUR DISTANCE

STAY AT LEAST 6 FEET
AWAY FROM OTHER PEOPLE



7 SHOP LOCAL

BUY FROM YOUR LOCAL BUTCHER,
BAKER & CANDLESTICK MAKER.
ORDER TAKE-OUT OR DELIVERY



8 HELP EACH OTHER

BE KIND, PATIENT AND SUPPORTIVE.
LOOK OUT FOR ONE ANOTHER.



CHAMBER TIPS

say "YES" to local

SUPPORT THE SMALL SHOPS



1 BUY LOCAL

BUY FROM YOUR LOCAL BUTCHER,
BAKER, CAFÉ & RESTAURANT



2 ASK ABOUT DELIVERY

INQUIRE: DOES YOUR LOCAL STORE
OFFER SHOP-n-SHIP OR DELIVERY?



3 PAY WITH PLASTIC

PAY WITH CARDS RATHER THAN
CASH, WHEN POSSIBLE



4 PURCHASE GIFT CARDS

STOCK UP ON GIFT CARDS TO USE
AT A LATER DATE



5 POST ABOUT YOUR VISIT

RECOUNT YOUR POSITIVE EXPERIENCES
ON SOCIAL MEDIA & SHARE THEIR POSTS



6 ASK HOW THEY'RE DOING

CHECK IN WITH SMALL BUSINESS
OWNERS & EMPLOYEES



7 SHOP SMALL ONLINE

SEARCH THE WEB FOR LOCAL
RETAILERS WITH ONLINE SALES
PLATFORMS AND BUY



8 HELP EACH OTHER

BE KIND, PATIENT AND SUPPORTIVE.
LOOK OUT FOR ONE ANOTHER.

REMINDER TO Apply for Pandemic Unemployment Assistance (PUA) Benefits

If you're self-employed, an independent contractor, gig worker, or someone not normally eligible for regular unemployment compensation (UC) and haven't yet applied for benefits under Pennsylvania's Pandemic Unemployment Assistance (PUA) program, the Department of Labor & Industry (L&I) is reminding you to submit your application at www.uc.pa.gov/PUA.

L&I's new PUA website, which launched its application phase April 18, is expected to be fully operational by the end of next week or earlier. Individuals who already applied can soon file their weekly claims for which they should be paid approximately two to three days later if there are no issues to resolve. Eligible Pennsylvanians who already submitted their applications have taken that important first step which puts them in a position to file weekly claims as soon as the system is fully active.

PUA applicants will soon be able to file for all weeks, including those dating back to the first week of unemployment. If approved, you will receive in one lump sum the backdated payments to January 27, 2020 or the first week you were unable to work due to COVID-19 (whichever of the two dates is later.)

Additionally, when you begin receiving PUA payments, you will automatically receive an extra \$600 per week through the Federal Pandemic Unemployment Compensation (FPUC) program. FPUC payments are made separately from your regular PUA payments, and should generally be in your account a week after you receive your PUA payment. FPUC benefits are for the week ending April 4, 2020 through the week ending July 25, 2020. These payments will also be paid in one lump sum for any backdated weeks.

Even if you soon return to work as part of Pennsylvania's yellow phase reopening, you will still be able to claim and receive backpay if your PUA application is approved. Individuals who return to work part time must report their weekly earnings when claiming weekly benefits, and those who return full time may simply stop filing. Claims can be reopened at a later date if your employment situation changes.

Who Should File for PUA - Eligible individuals who have been negatively impacted by COVID-19, including:

- Self-employed;
- Independent contractors;
- Gig workers;
- People without sufficient work history to qualify for regular UC; and
- People who have exhausted regular UC or extended benefits.

PUA Benefits - In general, PUA:

- Provides up to 39 weeks of unemployment benefits;
- May not be more than the state's maximum weekly benefit rate for regular UC of \$572;
- May not be less than \$195, which is half of the state's average weekly payment.
- Payments will be backdated to January 27, 2020 or the first week you were unable to work due to COVID-19 (whichever of the two dates is later); and
- Benefits will not be payable for weeks of unemployment ending after December 31, 2020.

Information Needed to Show Previous Income

Acceptable documentation of wages earned or paid during calendar year 2019 can include, but is not limited to:

- 2019 tax returns
- 2019 1099s
- Paycheck stubs
- Bank receipts and/or Ledgers
- Contracts
- Invoices and/or Billing statements

Learn More - Additional COVID-19 information from L&I:

[PUA frequently asked questions](#)

[L&I COVID-19 Info for Workers and Businesses](#)

[Unemployment compensation](#)

[Frequently asked questions](#)



Unemployment Compensation (UC) Benefits Information



Monday – 8AM – 4PM
Tuesday – 8AM – 4PM
Wednesday – 8AM - 4PM
Thursday – 8AM – 4PM
Friday – 8AM – 4PM

Call UC at 888-313-7284

Apply online: www.uc.pa.gov

Live Chat available Monday thru Friday, 8am-5pm

Email your questions to: uchelp@pa.gov

NOTE: Include your full name, last 4 digits of SSN,
and a valid email when contacting UC.

“Paula” answers
general
questions ONLY.

Pandemic Unemployment
Applicants (PUA):
(self-employed, gig workers, etc.)

Apply online: www.uc.pa.gov

Email: ucpua@pa.gov

Virtual
Assistant
@ 877-
978-1295

Additional UC Resources:

- Did you lose your PIN or never received one in the mail?
 - Request a new PIN online at <https://expressforms.pa.gov/apps/pa/DLI-UC/Pin-Request>
 - NOTE: Once you request a new PIN, the old one will not work.
- Do you need your 1099G in order to file your 2019 taxes?
 - Print a copy of your 1099G online at www.uc.pa.gov (UC PIN needed)
- Do you have issues related to your debit card?
 - Call ReliaCard at 1-888-233-5916
- Do you have questions about your Direct Deposit?
 - Call 1-877-869-1956
- Do you need to file your bi-weekly claim?
 - File online at www.uc.pa.gov or Call the PAT System at 1-888-255-4728



Bedford County
Chamber of Commerce

*This guide was compiled by the Bedford County Chamber of Commerce
with resources and/or formatting contributions from:*

Business Continuity and Preparedness Coalition (BCPC)
for South Central Mountains Regional Task Force

CDC (Center for Disease Control)

Columbia-Montour Chamber of Commerce

Frank Kenny/Chamber Professionals Network

Headline Marketing & Communications

Office of PA Representative Jesse Topper

PA Chamber of Business & Industry

PA Department of Health

Pennsylvania Association of Chamber Professionals

PA CareerLink Bedford County

PA Dept. of Community & Economic Development (DCED)

Small Business Administration (SBA)

Steltek Graphics

US Chamber

Wichita Falls Chamber of Commerce

Photo Contribution: Bedford County Visitors Bureau

SIGNS OF SOLIDARITY

By Steltek Graphics

Window Sign (12"x18") - \$10

Yard Sign with stake (18' x 24") - \$20

Color Banner (20"x24") - \$20

Order your sign [via email](#)
or by calling or texting Kellie at 814-937-
8049.

**BEDFORD
COUNTY
STRONG!**

#AllInThisTogether

Please include your name, business and request for signs (type and quantity).
Payment will be made directly to Steltek Graphics, who will contact you for pick up or delivery.