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October 23, 2020

Dear {FIRST_NAME|Reader},

In case if you've missed Mayor Breed's announcement earlier this week on San Francisco's reopening plan, you can view it [here](#). The reopening of more businesses and activities will increase travel and interaction throughout the city. All San Franciscans must continue to do their part to limit the spread of the virus, including face masking, social distancing and handwashing. Let's not waste our efforts, sacrifices and progress thus far to ease up now.

Wrapping up the week with these announcements and updates. If you've missed any of our previous newsletters, you can view it [here](#). Businesses are encouraged to check oewd.org/covid19 for new information. As always, we're here to help. If you have questions, please contact us at sfosb@sfgov.org.



ANNOUNCEMENTS

Updated Shelter-in-Place Health Order No. C19-07k

Department of Public Health updated the [Shelter-in-Place Health Order](#) as San Francisco moves into the minimal (yellow) tier based on the State's new health equity metric. Some key highlights in this order include:

- Signage For Indoor Activities (page 14, section g.)

All businesses that are allowed to reopen indoors must conspicuously post signage, including at all primary public entrances, reminding people to adhere to physical distancing, hygiene, and Face Covering requirements and to stay home when they feel ill. Businesses must also post a stand-alone sign bearing the message that: (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates

may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.

- Signage For Employees To Report Unsafe Conditions Related To COVID-19 (pages 14-15, section h.) – **NEW REQUIREMENT**

Beginning on October 27, 2020, all businesses are required to post signs in employee break rooms or areas informing employees that they can report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage should also state that the employee's identity will not be disclosed to the employer. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

- Ventilation Requirements (page 15, section i.) – **UPDATED REQUIREMENT**

All businesses that are allowed to be open indoors must review SFDPH's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfdcp.org/COVID-Ventilation> (Ventilation Guidance).

Beginning on October 27, 2020, businesses must (1) implement as many improvements in the Ventilation Guidance document as feasible and (2) keep a hand-annotated copy of the Ventilation Guidance showing which improvements were considered and implemented.

- Attachment A-1: [Personnel Screening Form](#) – **NEW VERSION** - October 19, 2020

- Outdoor Gatherings: [Appendix C-2](#) (page 5, section 4-b) - **REVISED**

[\[Outdoor Gatherings Directive\]](#) [\[Exhibit A – Best Practices\]](#) [\[Health & Safety Plan\]](#)

Individuals may participate in small outdoor gatherings - including for ceremonies, religious services, and other special purposes - subject to the following conditions:

1. No more than three different Households up to a maximum of six people in total between all Households, may participate in a gathering that involves eating or drinking somewhere other than a dining establishment, unless all are members of the same Household;
2. No more than three different Households up to a maximum of 25 people in total between all Households, may participate in any other outdoor gathering under this section, unless all are members of the same Household.

Businesses are encouraged to read thoroughly through the revised Stay-Safer-At-Home Order and must stay updated regarding any changes by checking the [DPH website](#) regularly. Additional information can be found on [SF.gov](#), including links to [Personal Protective Equipment \(PPE\)](#) and [order signage](#) for your business.

Reminders:

3rd Quarter Estimated Business Tax Payment – Due 10/31/20

Estimated business tax payments are due April 30th, July 31st and October 31st of each year. Calculations of 2020 estimated quarterly business tax payments in the notices sent by the Treasurer and Tax Collector's Office are based on the information entered in your [San Francisco Annual Business Tax Return for 2019](#). Businesses are generally required to pre-pay their 3rd quarter business taxes for current tax year by October 31st. [Click here](#) for more information and to pay online.

3rd Quarter Sales & Use Tax Filing – Due 10/31/20

The California Department of Tax and Fee Administration (CDTFA) assigns a [filing frequency](#) based on your reported sales tax or your anticipated taxable sales at the time of registration. The 3rd quarter (July – September) Sales and Use Tax filing is due by October 31st. [Click here](#) to file your return online.

SF Shines for Reopening Fund

Previously announced in our newsletter, the City will provide \$1.6 million in grants and design services to support neighborhood businesses that need to purchase furniture and fixtures and reconfigure space in order to meet health requirements for operating. By re-purposing grant funding from the program which normally gives grants to businesses for facade improvements, the SF Shines for Reopening fund can reimburse up to \$2,000 for past, in progress, or future work. Businesses in certain neighborhoods can get up to \$5,000 reimbursed. [Click here](#) to learn more and businesses can [apply here](#).

BayREN Business Offers Interest-Free Microloans up to \$2,500 for Energy-Saving Upgrades

Local government organization, BayREN, and nonprofit Mission Asset Fund (MAF) have partnered to help Bay Area businesses access energy efficient upgrades. The Microloan Program offers 0% interest loans, ranging from \$500 to \$2,500, to cover the cost of certified energy saving improvements. Start the simple [microloan application process](#) today and you could get approved in as little as 1-2 business days! Visit missionassetfund.org/bayren to learn more.



WEBINARS:

Best Practices for Reopening, Indoor Dining, Office Spaces, Personal Services, and More - Tuesday, October 27, 2020 at 4:00PM.

Join an interactive and informational webinar to learn about best practices for reopening your San Francisco business during COVID-19. City leadership will go over a host of resources, guidance and FAQs about how to safely reopen in order to protect you, your employees, and your customers. Presenters include:

- Joaquín Torres, Director of Office of Economic and Workforce Development
- Maggie Weiland, Director of San Francisco Entertainment Commission
- Robin Abad, Shared Spaces Program Manager
- Jacque McCright, Workplace Hub

- Representatives from SF City Attorney and SF Department of Public Health

[Register today](#) and save your spot for this meeting.

Cash Flow Management – Thursday, October 29, 2020 at 12:00PM

2020 has been a rocky year, and small businesses have been especially hard-hit when it comes to cash flow. Uneven revenues from week to week present a tough challenge, but with some hard work and a little guidance, you can successfully manage your business's cash and prepare for new inflows this holiday season.

Brought to you by Accion, Opportunity Fund, and Start Small Think Big, you'll learn essential steps to effectively overseeing revenues and expenses from a financial expert who is here to help in this one- hour webinar. Don't wait, [reserve](#) your spot today.

Commercial Lease Negotiation Webinars in SPANISH – Thursday, October 29, 2020 at 2:00PM

Join Lawyers' Committee for Civil Rights for one-hour webinars to assist small businesses with lease negotiation. Presented by volunteer attorneys from local law firms, the webinars will focus on Oakland due to grant funding, but can cover local laws in San Francisco and San Jose if business owners from those cities are attending. Additional ways to get support for commercial lease issues will also be shared. Learn more and sign up [here](#).

Access to Capital: Loan Readiness Workshop – Thursday, November 19, 2020 at 2:00PM

For many small business owners, understanding the role debt plays in the business readiness process isn't so clear. Main Street Launch will work with entrepreneurs to self-assess your business readiness to obtain financing, how much capital you need, and, among other things, navigating sources of finance. This seminar will help entrepreneurs and small business owners bring finance into focus for long term success.

This Access to Capital workshop will cover:

- How lenders evaluate debt financing
- What is a financing package
- The personal and business documents needed in a debt financing package
- Understanding how to gauge one's readiness for debt financing
- Offering collateral and security
- How to bring your loan request together

For more information and to register, [click here](#).



ON-GOING RESOURCES:

Get your personal protective equipment [PPE](#) from local providers. Any business that sells PPE to SF businesses and wishes to be added to this

list may contact us at sfosb@sfgov.org.

As a reminder, please be alert about potential fraud schemes related to the economic stimulus programs. To report scams and frauds related to the SBA program, [click here](#). The Office of Attorney General also has provided information and resources related to coronavirus scams [here](#).

Coronavirus (COVID-19) Health Orders from DPH can be found at: <https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp>. Health Directives for business operations can be found at: <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp>.

All Mayoral declarations regarding COVID-19 can be found at: <https://sfmayor.org/mayoral-declarations-regarding-covid-19>.

For more information, you can also call 311, and for official updates, sign up for San Francisco's alert service: text **COVID19SF to 888-777**.

To **stay up to date** on COVID-19 related announcements and resources, sign up for our e-news at <https://sfosb.org/subscribe-small-business-e-news>.

In solidarity,

Office of Small Business



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