



COVID-19

CORONAVIRUS DISEASE 2019

RESOURCE GUIDE

For Restaurants & Businesses During COVID-19



RESTAURANTS & BUSINESSES DURING COVID-19

Restaurants can do their part to help respond to the emerging public health threat, COVID-19:

- Close your restaurant
- Only provide delivery or take out services
- Restrict business to 10 patrons or less. For more information visit the [Governor's Proclamation](#).
- Encourage sick employees to stay home
- Practice good hygiene
 - Wash your hands for at least 20 seconds
 - Stop handshaking – use other noncontact methods of greeting
- Effective Practices
 - Do not put any condiments out on tables
 - Promote tap and pay to limit handling of cash
 - Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
 - Increase ventilation by opening windows or adjusting air conditions
 - Put hand sanitizer at the entrance and exits of the restaurants
- Make a [business continuity plan](#): be prepared to change your business practices if you need to maintain critical operations
- Coordinate with the [Virginia Department of Health](#) and the [Arlington County Health Department](#) to gain the latest health information.



FEDERAL RESOURCES

CENTERS FOR DISEASE CONTROL (CDC)

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

[CDCCoronaVirusInterimGuidance](#)

Keeping the Workplace Safe

[CDCWorkplaceSafetyResources](#)

SMALL BUSINESS ADMINISTRATION (SBA)

The Small Business Administration (SBA) has administratively declared an economic disaster for the following:

District of Columbia - Contiguous Counties

Virginia:

Alexandria City Arlington Fairfax

[SmallBusinessAdministrationCoronaVirus](#)

SBA DISASTER ASSISTANCE IN RESPONSE TO THE CORONAVIRUS

- The U.S. Small Business Administration is offering low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19).
- SBA's Economic Injury Disaster Loans offer up to \$2 million in assistance per small business and can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing.
- These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact.
- SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower's ability to repay.
- For additional information, please contact the SBA disaster assistance customer service center.



1-800-659-2955
(TTY: 1-800-877-8339)



disastercustomerservice@sba.gov



[SBA Newsroom](#)

INTERNAL REVENUE SERVICE (IRS)

[The Internal Revenue Service](#) is offering resources to assist businesses and individuals with tax returns for 2019 as well as tips for how to respond to coronavirus.

GENERAL SERVICES ADMINISTRATION (GSA)

[General Services Administration](#) offers opportunities for private organizations to respond to clean up of the COVID-19 – and resources to help businesses who are currently contracting or leasing with the federal agency.

STATE RESOURCES – COMMONWEALTH OF VIRGINIA

VIRGINIA DEPARTMENT OF TAXATION

Tax Commissioner Craig M. Burns announced that the Department will consider requests from sales tax dealers for an extension of the due date for filing and payment of the February 2020 sales tax return due March 20, 2020. If the request is granted, the Department will allow filing and payment of such return on April 20, 2020 with a waiver of any penalties that would have applied. However, interest will accrue even if an extension is granted.

Dealers should submit a request for extension by utilizing the secure e-mail system available on the Department's website, by faxing to **(804) 254-6111**, or writing to the following address:

Virginia Tax
Office of Customer Services
P.O. Box 1115
Richmond, VA 23218-1115

The Department will be addressing return and payment due dates for other taxes in the near future. The Tax Bulletin is available on-line in the Laws, Rules & Decisions section of www.tax.virginia.gov/. If you have any questions regarding the Tax Bulletin, please contact the Department of Taxation Office of Customer Services at **(804) 367-8037**.



VIRGINIA EMPLOYMENT COMMISSION (VEC)

Beginning with claims effective March 15, 2020, Governor Northam has directed that the one week waiting period and the requirement to conduct a weekly job search both be suspended for those receiving unemployment insurance benefits.

<http://www.vec.virginia.gov/>



VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY (VA ABC)

Here is VA ABC's Covid-19 response and a message to their customers and industry partners.

<https://www.abc.virginia.gov/covid-19>



LOCAL RESOURCES – ARLINGTON

Arlington Economic Development's COVID-19 Webpage for Businesses

Receive the latest information here:

[ArlingtonEconomicDevelopmentResources](#)

ARLINGTON DEPARTMENT OF ENVIRONMENTAL SERVICES

In an effort to help slow the spread of coronavirus (COVID-19), and to encourage the safe option of curbside pick-up from our incredible range of restaurants, Arlington County is designating free short-term curbside parking spaces outside businesses offering pick-up food orders. Businesses can request sign installation by calling 703-228-5000 or emailing DESContactCenter@arlingtonva.us



ARLINGTON COMMUNITY FOUNDATION COVID-19 PROMPT RESPONSE FUND (Hourly Workers)

Arlington Community Foundation's long-standing Prompt Response Fund has responded quickly to help our nonprofit partners when an emergency, disaster, or crisis hits. To meet the urgent challenges of the COVID-19 outbreak in Arlington, the Arlington Community Foundation focuses their Prompt Response Fund exclusively to support nonprofit organizations who are on the front lines with clients, patients, and residents impacted by the health crisis. This includes organizations focused on:

- Emergency food needs
- Health needs for the uninsured or underinsured, and
- Support for hourly workers displaced from their wage-earning positions

[ArlingtonCommunityFoundationGrants](#)

BizLAUNCH RESOURCES

- Sign up today for a [Virtual Appointment](#) (Online via Microsoft Teams, Zoom or by Phone). Meet with small business experts to help strategize during the Pandemic. For questions call **703-228-0808**.
- This fall BizLaunch hosted a Brunch & Business: [OMG! How to Navigate Disastrous Moments in Business](#) conference. The information is timely and relevant. .
- BizLaunch and the Office of Emergency Management (OEM) held a Webinar on "[Is your Business Waterproof.](#)" The Webinar features tips on how to survive a disruption to your business.
- [BizLaunch Webinars](#) are an excellent resource tool for small businesses.
- Newsletters and e-subscriptions will be a great way to communicate during the Pandemic. If you haven't already, [sign up now!](#)
- The Webinar featuring, "[Best Researching Tools for Entrepreneurs,](#)" reviews the free databases and how to access information.

ARLINGTON PUBLIC LIBRARY

- Free, small-business resource [databases and tools](#) to utilize for your business.
- The Business Librarian is available for scheduled resource calls during this time. [Schedule an appointment](#) to review the databases.

NONPROFITS/MEMBERSHIP ORGANIZATIONS RESOURCES

U.S. CHAMBER OF COMMERCE

Guidance for Employers

The following guidance may help prevent workplace exposures to acute respiratory illnesses, including the Coronavirus, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of the Coronavirus from the Centers for Disease Control and Prevention (CDC). This guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19).

For more information: [USChamberofCommerceFoundationGuidanceforEmployees](#)

Coronavirus Response Toolkit

The U.S. Chamber has compiled CDC's coronavirus recommendations for businesses and workers across the country. We continue to encourage American businesses to follow data-based guidance from the CDC and state and local officials.

For more information: [USChamberofCommerceCoronavirusResponseToolkit](#)



U.S. Chamber of Commerce

NORTHERN VIRGINIA CHAMBER OF COMMERCE

The [Northern Virginia Chamber of Commerce](#) is hosting a free webinar series focused on business continuity planning to provide Chamber members and the business community with the most up-to-date best practices and insights on managing your business through unexpected events:

- Growing Through Challenges When Remote, March 26, 2020, 2:00 – 3:00 p.m., [Register Now](#)

Many local organizations who work with businesses are available via conference call or online tools to assist businesses during the Pandemic. Several also provide microloans.

If you need assistance, please feel free to reach out to BizLaunch's nonprofit partners:

- [SCORE](#)
- [Community Business Partnership](#)
- [Enterprise Development Group \(ECDG\)](#)
- [Latino Economic Development Center](#)
- [Mason Enterprise Center \(MEC\)](#)



PRIVATE RESOURCES

CONFERENCE FOR FOOD PROTECTION

Practical guidance for retail grocery and food service establishments to plan and respond to emergency situations that could impact food safety and facility operations.

Click here for the guide: [FoodProtectionEmergencyActionPlan](#)