

PHASE 2

Domestic Services Toolkit



City of Seattle

*#SupportSeattleSmallBiz
#WeGotThisSeattle*

Overview

What is Phase 2?

Phase 2 allows for certain businesses and activities to resume under strict public health and safety guidance. Households, individuals and businesses who need more specific guidance can request assistance at the [Washington State Coronavirus Response page](#) (English only), call the State of Washington's Department of Labor & Industries at 1-800-547-8367, interpretation available or can contact staff from the City's Office of Economic Development for assistance at 206-684-8090, interpretation available.

These guidelines and requirements apply to all domestic service hiring entities – including individuals, households, and businesses – that directly or indirectly pay a domestic worker to provide services as a nanny, house cleaner, cook, or household manager. Where there is more than one hiring entity, they are each responsible for meeting these requirements.

Gardeners are covered by separate requirements outlined in the Landscaping and Outdoor Maintenance memo, [found here](#).

When will Phase 2 Start?

King County entered Phase 2 on June 19, 2020. The Department of Health can revoke these privileges at any time. For example, if the number of COVID-19 cases increase, we may go back to Phase 1.5 or Phase 1.

What Does Phase 2 Mean for Domestic Services?

Under Phase 2 guidance, domestic services hiring entities must follow certain health and safety requirements for domestic services, including but not limited to:

- Provide Personal Protective Equipment (PPE) for domestic workers at no cost to the worker;
- Limit face-to-face interactions with domestic workers whenever possible and/or leave the household while services are being performed; and
- Frequently clean and disinfect frequently touched objects and surfaces

Where Can I Get More Information?

The City will continue to relay information from the State as soon as we have it. Any materials the City creates will be accessible and available in-language. In the meantime, you should visit the [Washington State Department of Labor & Industries \(L&I\) website](#) (English only) for additional reopening guidance. You can also find the [Governor's Phase Two guidance for domestic services here](#) (English only), and you can find an overview of the [Governor's Safe Start Washington plan here](#) (English only).

The City of Seattle's Office of Economic Development (OED) has a [comprehensive resource page](#) for small businesses, nonprofits, and workers impacted by COVID-19. This page will be updated as more information on the State's guidance for reopening becomes available.

Overview continued

Additionally, the Domestic Workers Standards Board has a [webpage regarding best practices for domestic hiring entities and workers during COVID-19](#), including links to sample written agreements to help workers and hiring entities communicate during COVID-19.

Domestic Workers Ordinance

The Seattle Domestic Workers Ordinance (DWO) establishes labor protections for domestic workers who provide paid services to an individual or household in a private home as a nanny, house cleaner, home care worker, gardener, cook, and/or household manager. The ordinance establishes rights for domestic workers, including:

1. Payment of Seattle's minimum wage
2. Provision of meal periods and rest breaks
3. Provision of a day rest after working more than six consecutive days (live-in workers only)
4. Retention of original documents or other personal effects

For more information about your obligations under the law, including a model notice of rights you can provide to your workers, visit [Office of Labor Standards' DWO website](#), or call 206-256-5297 (interpretation available).

Domestic Services Toolkit

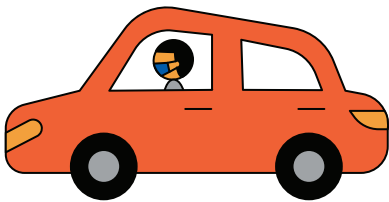
This Reopening Toolkit is produced by the City of Seattle, and is intended to provide accessible, high-level information based off the guidance that is set by the State Department of Health and Public Health – Seattle & King County to help individuals, households, and businesses successfully resume domestic services in Phase 2. All guidance is subject to change at any time.

During Phase 2 of the Safe Start plan for domestic services, the Washington State Department of Health requires that all individuals, households and businesses who engage domestic services and domestic service workers comply with providing Personal Protective Equipment (PPE) for domestic workers at no cost to the worker; limiting face-to-face interactions with domestic workers whenever possible and/or leave the household while services are being performed; and frequently clean and disinfect frequently touched objects and surfaces.

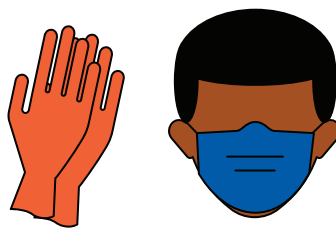
Domestic Services Checklist

Worker Health and Safety

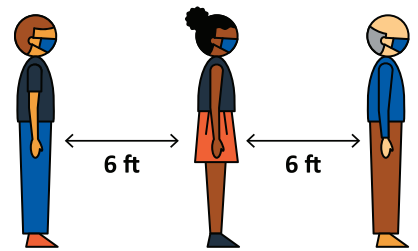
Make sure to provide a safe working environment and educate domestic service workers about the signs, symptoms, and risk factors associated with COVID-19 illness, and how to prevent the spread of the coronavirus at work. This information should include steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions, and be provided in the language that the worker best understands. Visit www.kingcounty.gov/covid to find public health guidance in over 30 languages.



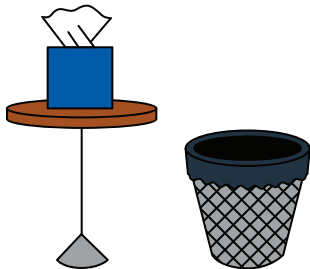
When possible, the household members should be absent or relocate to areas away from the domestic worker while domestic work is in progress.



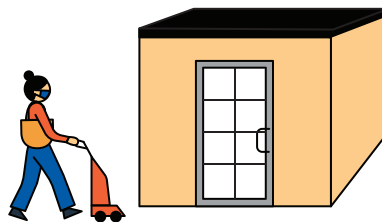
Provide workers free face coverings and disposable gloves. Visit seattle.gov/mayor/covid-19/seattle-protects to find face coverings for you and your staff.



When possible, adults and children (over the age of two) should wear a face covering and maintain six feet social distancing from the domestic worker and keep face-to-face interactions short.



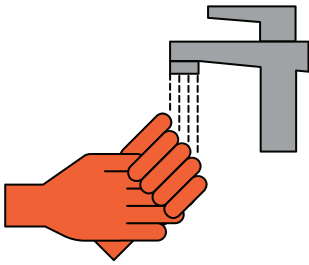
Keep tissues, hand sanitizer, disinfectants, and trash cans available throughout the household and/or workplace, at no cost to the worker.



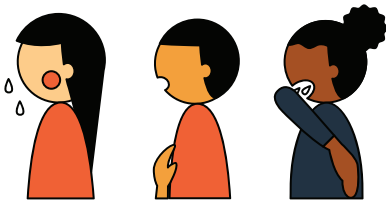
Domestic workers should be able to let themselves in and out of the household.



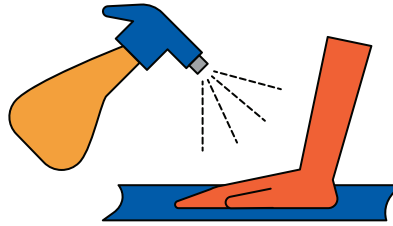
Frequently clean and sanitize frequently touched objects and surfaces such as handrails, machines, doorknobs and restrooms, as well as materials used by the domestic worker after services are complete.



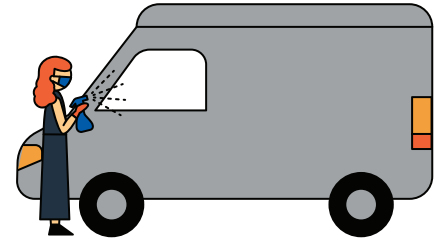
- Ensure frequent handwashing for workers and household members, including before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose. Use single-use disposable gloves when handwashing is not possible.



- If any members of a household have COVID-19 symptoms, workers must be informed prior to their arrival to the household, and domestic services must be canceled. If a household member or worker develops symptoms during a shift, the worker should be sent home.



- If a domestic worker is expected to complete additional tasks, such as frequent cleaning and sanitizing, this should be reflected in a written agreement and workers must be compensated for any additional time.



- Employer-owned vehicles must be frequently cleaned and must have hand sanitizer. Workers should sanitize their hands before use.

Thanks for your cooperation!

Face Coverings

Need assistance sourcing face coverings?

The City of Seattle heard from many business owners who are searching to buy both small and large quantities of face coverings. And we've also heard from our midsize manufacturers, who are the backbone of Seattle's economy, that many of them are changing their output to better serve the needs of their customers during the COVID-19 pandemic. That's why the City of Seattle created the [Seattle Protects](#) online marketplace to help businesses, nonprofit organizations, and residents purchase face coverings from local manufacturers. Visit seattle.gov/seattleprotects to find face coverings for your employees today.

Seattle Protects was created to:

1. Protect public health by helping businesses and communities access face coverings;
2. Support local manufacturers and small businesses;
3. Provide access to cloth face coverings to vulnerable populations by providing community-based organizations that serve immigrants and refugees, people experiencing homelessness, and older adults a place to source affordable face coverings; and
4. Reduce competition with the health care sector for medical-grade face coverings.

Seattle is no place for hate.

There are valid reasons why some people can't wear face coverings such as individuals with disabilities or children under the age of two— please do not discriminate. Individuals that indicate they cannot safely wear a face covering should still be allowed to enter your business or be provided the appropriate accommodations to patron at your establishment. If you experience or witness harassment or an act of bias, report it to the Seattle Office for Civil Rights Anti-Bias hotline at 206-233-7100. You can also report online at seattle.gov/reportbias. If it is an emergency, please call 9-1-1 immediately.

COVID-19 Free Testing

Need Access to Free Testing for COVID-19?

If you live in, work in, or regularly visit Seattle and are age 13 or older, and you are experiencing symptoms of COVID-19 and/or you have been exposed to someone with COVID-19 within the past 14 days, you can be tested for free. COVID-19 symptoms include fever, cough, shortness of breath, difficulty breathing, sore throat, loss of smell, chills, body aches, headache, fatigue, diarrhea, runny nose, and congestion.

The COVID-19 Testing Process:

1. Register online via the [COVID-19: Resources for Community page](#) or call* (206) 684-2489 Monday through Friday, 8:30 a.m. to 5:00 p.m. and Saturday, 10:00 a.m. to 3:00p.m.
2. Visit the testing site! Please don't forget to wear a face covering.
3. Get your results. Results times vary but typically are between 24-48 hours.

*If you need in-language assistance, please tell us in English the language you need, we will then connect you with an interpreter.

What You'll Need to Get Free Testing:

1. A photo ID with your date of birth. Testing is available regardless of your citizenship/immigration status.
2. An insurance card only if you have insurance. You do not need to have insurance or a doctor's note to schedule a test. You will not be charged for the test.

Where to Go:

Aurora Testing Site

12040 Aurora Ave N, Seattle, WA 98133

Hours of operation: Mon - Sat, 9:30 a.m. – 4 p.m.

SODO Testing Site

3820 6th Ave S, Seattle, WA 98108

Hours of operation: Mon - Sat, 9:30 a.m. – 4 p.m.

Financial Resources for Businesses and Nonprofits

Need Access to Capital & Other Resources?

The City of Seattle has prepared this resource for small businesses to find available capital and financial resources during the COVID-19 pandemic. Due to the rapidly changing nature of the crisis, and additional City, county, state, and federal programs being expanded or established, this information is subject to change and will be updated regularly.

City of Seattle Resources

Utility Payment Relief: Small businesses that have been financially impacted by COVID-19 can defer their utility payments to the City of Seattle. To set up a deferred utility payment plan, call Seattle City Light or Seattle Public Utilities at 206-684-3000, or [send an email here](#). We'll be sure to keep your lights on and your water running in the meantime, regardless of your ability to pay.

B&O Tax Deferment: Small business owners with an annual taxable income of \$5 million or less can defer on their quarterly B&O tax payments to preserve cash on hand and ease the financial burden caused by COVID-19. If you have questions about this source of tax relief during the epidemic, please call (206) 684-8484 or email: tax@seattle.gov.

The Seattle Public Library: The Seattle Public Library (SPL) is helping businesses find accurate market data to pivot and explore the viability of new services and products and start new businesses too. SPL also provides nonprofits with remote access to a valuable grant seeking database called the Foundation Directory. [Click here to learn more](#).

State of Washington Resources

Tax Filing Flexibility and Waived Penalties: The Washington State Department of Revenue (DOR) can work with impacted companies that request an extension on tax filing. Your business can request such an extension prior to the due date of the return, and, if granted, your business would be allowed to delay reporting and paying taxes. DOR may also waive penalties under limited circumstances if your business is late in paying its tax obligation. For more information, please contact DOR at 360.705.6705.

Unemployment Benefit Charge Relief: Employers may be eligible for relief of benefit charges if an employer needs to shut down operations temporarily because a worker becomes sick and other workers need to be isolated or quarantined as a result of COVID-19. [For more information, click here](#).

Federal Resources

The Paycheck Protection Program (PPP) provides small businesses with 500 employees or fewer up to \$10 million in forgivable loans to pay their employees during the COVID-19 crisis. All loan terms will be the same for everyone and are provided through financial institutions/lenders. PPP funds are still available for small businesses, independent contractors, nonprofits, and tribal businesses whose operations were impacted by the Coronavirus outbreak.

Congress approved the Paycheck Protection Program Flexibility Act. This legislation provides more flexibility for small businesses who receive these loans. The loan forgiveness terms have changed to:

- Decreased threshold required to spend on payroll from 75% to 60%;
- Allows for 24 weeks, instead of eight weeks, to meet the threshold; and,
- Extends pre-COVID staffing levels from 6/30/20 to 12/31/20.

The deadline to apply for PPP is June 30, 2020.

The Small Business Administration's EIDL program offers long-term, low interest assistance for small businesses and non-profits affected by COVID-19. Small business owners and qualified agricultural businesses in all U.S. states and territories are currently eligible to apply. EIDL loan assistance can be used to cover payroll and inventory, pay debt, or fund other expenses. Small business owners also are able to apply for an EIDL Advance of \$1,000 per employee, up to \$10,000. The loan advance, which will not have to be repaid, is designed to provide economic relief to businesses that are currently experiencing a temporary loss of revenue. Find more information and an application link here . SBA is now accepting new EIDL and EIDL Advance applications.

The City's Office of Economic Development (OED) is offering technical assistance to help small businesses apply for PPP and EIDL/ EIDL Advance loans. Visit our website with detailed directions about applying for these loans or call (206) 684-8090. You can also access language assistance by calling (206) 684-8090. All callers can leave a message, and bilingual staff will call back with in-language support.

Nonprofit, Private, and Philanthropic Resources

Free Printable Templates for Coronavirus Signage: Signs.com is offering free printable health and closure sign templates related to the COVID-19 Coronavirus. To browse available templates and for more information, [visit their website](#).

Digital Undivided: The Doonie Fund makes micro investments in Black women entrepreneurs. Grants will be awarded while funds are still available. [To apply, visit their website](#).

Red Backpack Fund: Global Giving will be awarding grants of \$5,000 each to female entrepreneurs in the U.S. to help alleviate immediate needs and support the long-term recovery of those impacted by COVID-19. Grants will be awarded until funds runs out. Visit the website for more information.

GoFundMe: The GoFundMe Small Business Relief Initiative is intended to support our local businesses facing financial loss. Search live campaigns by [visiting the GoFundMe website](#).

Amazon's Neighborhood Small Business Relief Fund: Amazon has launched a fund to support neighborhood small businesses in Seattle (South Lake Union and Regrade neighborhoods) and Bellevue. Eligible small businesses will need to: 1) have fewer than 50 employees or less than \$7 million in annual revenue; 2) be service or retail establishments open to the general public (dental establishments and corporate offices for instance, will not qualify). Grants will be awarded until funds runs out. [Eligible small businesses can apply here](#). Due to COVID-19. Grants will be awarded until funds runs out. To find out more and apply for benefits, [see their website](#).

The Seattle Sounders FC Relief Fund: This fund was established by RAVE Foundation to support individuals, small businesses, and nonprofits located in CenturyLink Field and in the neighborhoods surrounding CenturyLink Field that have been adversely impacted by the postponement of the 2020 MLS season

The Plate Fund: The Schultz Family Foundation established [The Plate Fund](#) to support individual restaurant workers who live or work in King County with \$500 in immediate assistance. Restaurant owners can request a code for employees to apply at coderequests@theplatefund.com.

Rent and Evictions

Current State of Commercial & Nonprofit Rent and Evictions

If you independently own a small business with 50 or fewer employees per establishment, or if you run a state nonprofit, or a 501(c)(3) nonprofit, **your landlord cannot currently evict you in the City of Seattle**, due to an eviction moratorium signed by Mayor Durkan. In addition, the City Council, led by Councilmember Herbold, passed an Ordinance which includes rules that do not allow the landlord to raise the rent and rules about creating a repayment plan for back rent. [You can find a summary of the City's rules around repayment plans here.](#)

Commercial Lease Toolkit

The City of Seattle's Office of Economic Development (OED) partnered with Communities Rise and Perkins Coie to create a new [COVID-19 Lease Amendment Toolkit](#) for small businesses and nonprofits. The toolkit provides a suite of tools – including template lease amendment language – to assist small businesses and nonprofits who are navigating the negotiation of their commercial leases with their landlords.

If you are a small business or nonprofit with 50 employees or fewer, you can request an appointment to meet with a lawyer for a free 60-minute phone base or video call consultation to help you with your COVID-19 related lease questions [here](#).

The COVID-19 Lease Amendment Toolkit [includes a video](#) and the following supplementary materials (linked at the bottom of the page):

- How to use this [Lease Amendment Toolkit](#) (slide deck that explains how to use this Toolkit).
- Summary of WA State and City of Seattle [moratorium and proclamations](#) on Commercial Real Estate.
- This summary provides information about Washington State, King County and City of Seattle proclamations, moratoriums, policies, and ordinance regarding commercial leases during the COVID-19 pandemic.
- [Guidance for Tenants During the Coronavirus Pandemic](#)
- Template (sample) documents that you can edit to make it fit your particular situation:
 - * Lease amendment [template](#)
 - * Lease termination agreement [template](#)
 - * Letter to landlord (short) [template](#)
 - * Letter to landlord (long with options) [template](#)

WE'RE PROTECTING OUR FAMILIES FROM COVID-19



In response to Public Health direction, we:

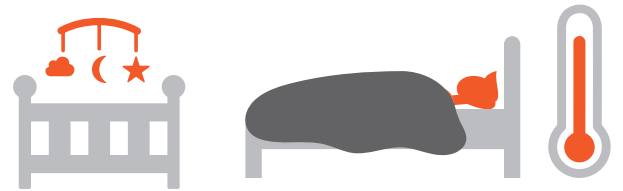
- ✓ Screen caregivers and children daily for any of these symptoms:

fever OR shortness of breath OR cough Other symptoms:



- chills
- muscle pain
- sore throat
- loss of taste or smell

- ✓ Ensure sick caregivers and children stay home.



- ✓ Ensure that children and caregivers frequently wash their hands.



- ✓ Clean and sanitize surfaces frequently.



Please help in protecting our community:

- Check your child's temperature daily.
- Keep children home if they are sick.



- Do not enter the child care if you are sick.



STEPS TO MINIMIZE RISK OF COVID-19



**In response to Public Health direction,
take these steps:**

- ✓ Screen employees and children daily for any of these symptoms:

fever OR shortness of breath OR cough



Other symptoms:

- chills
- muscle pain
- sore throat
- loss of taste or smell

- ✓ Send sick employees and children home.



- ✓ Allow high risk employees to stay home (people over 60, pregnant people, medical conditions).



- ✓ Ensure frequent handwashing by everyone.



- ✓ Regularly clean and disinfect frequently touched surfaces (e.g. doorknobs, toys, etc.).



KCIT DCE 2005_10087L childcare

- ✓ Ask employees to read this information sheet.

PLEASE PROTECT ONE ANOTHER FROM COVID-19



Please wear protective face coverings and keep 6 feet from others while you are visiting us.

CLOTH FACE COVERINGS SHOULD:



Fit snugly but comfortably against the side of the face



Be secured with ties or ear loops



Include multiple layers of fabric



Allow for breathing without restriction



Be able to be laundered without damage



Be worn by children over age 2