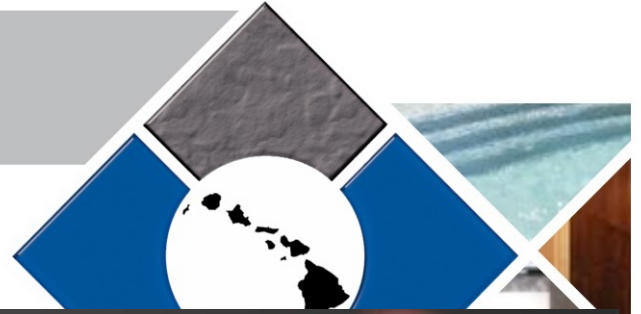


**TILE CONTRACTORS
ASSOCIATION OF HAWAII**



**CORONAVIRUS (COVID-19)
INFORMATION & UPDATES**

On behalf of the Trustees of the Tile Contractors Association of Hawaii, we hope this finds you and your family safe and healthy during this very difficult time as the world faces a new pandemic. We have done research to assist you which we are presenting in this newsletter. If you have any questions and we can be of assistance, please contact Lisa Kim at lisaakim@hawaii.rr.com.

FINANCIAL ASSISTANCE

**CARES (Coronavirus Aid, Recovery and Economic Security) Act and
Paycheck Protection Program (PPP)**

There has been much information being dispersed on the CARES (Coronavirus Aid, Recovery and Economic Security) Act. This \$2 trillion aid package will offer significantly enhanced benefits for employers and employees over the next six months. There is also talk of increasing this aid package as the initial response has been overwhelming.

As part of the CARES Act, the government has authorized funds towards the Paycheck Protection Program (PPP). This program provides rapid funding to small businesses in the form of a forgivable loan. It is available to small businesses, independent contractors and self-employed workers. It can also be used to make mortgage interest, lease and utility payments.

Although the TCAH is making every attempt to give you accurate information, we highly suggest that you read through the online information on the PPP. Although much of it states that it is a fully forgivable loan, there are requirements that must be met. Per Gwen Yamamoto Lau, a DBEDT energy program administrator, “Loan repayments and interest are deferred for six months, and proceeds used appropriately can be forgiven up to the full loan amount. Any unforgiven amount must be repaid in two years”.



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Initially, there were various links that were provided but the most current and accurate sites to apply is through your bank's SBA (Small Business Association) link as SBA approved lenders will be overseeing the applications. For example, First Hawaiian Bank is www.sba.fhb.com, Central Pacific Bank is www.sba.cpb.com, Bank of Hawaii is www.sba.boh.com.

When applying, you will be asked to download certain payroll support documents to verify your business revenue and or your income. Examples are below and may vary based on your bank:

- IRS Form 941 Employers Quarterly Tax returns for 2019; or
- IRS Form 1099 MISC 2019; or
- Other payroll documentation including payroll schedule or reports from CPA, bookkeeper, or payroll provider. You may also use a report that is made internally at your business.



DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

UNEMPLOYMENT INSURANCE (STATE)

If you or your employees lost their income or if you are an independent contractor and have been impacted by the pandemic, you are advised to apply for Unemployment Insurance (UI) with the Hawaii State Department of Labor and Industrial Relations. Attached is information for the preferred method to apply for UI with the state of Hawaii.



SMALL BUSINESS OWNER'S GUIDE TO THE CARES ACT

We are also attaching the Small Business Owner's Guide to the CARES Act from the Senate sub-committee for Small Business & Entrepreneurship. It is an easy to read summary of the CARES Act.

HOTELS FOR HEROES

To lower the risk of first responders and health care workers potentially spreading COVID-19 to their families, a new program called 'Hotels for Heroes'. Medical and emergency workers interested in making reservations should email hotelsforheroes@hawaiilodging.org. The state of Hawaii will be paying \$85 per night in compensation to the hotels. If your family member or friend is a first responders or health care worker, please provide this e-mail to them.

Please copy and paste the links in your internet browser.

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CONTACT INFORMATION

For general information on COVID-19, please visit the

- CDC website: www.cdc.gov/coronavirus/2019-ncov/html
- O'ahu COVID-19 Hotline: (808) 768-CITY or e-mail covidresponse@honolulu.gov
- O'ahu COVID-19 Website: www.oneoahu.org

For up-to-date information, the Department of Health has created a page that will serve as a COVID-19 information hub for the foreseeable future. Go to www.health.hawaii.gov and click the link - Latest Information on Coronavirus Disease 2019 (COVID-19) located at the top of the home page in orange.

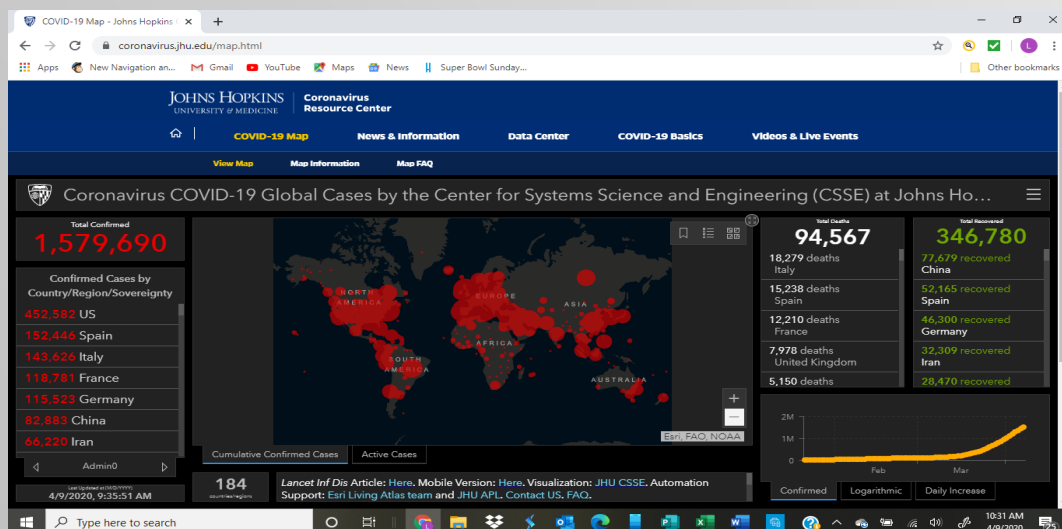
- Crowdsources daily information from Hawaii residents to mitigate the spread of COVID-19 in our state. If you think you have symptoms, answer six questions. Go to www.alohatrace.org.

BACKGROUND ON COVID-19

According to the Centers for Disease Control and Prevention (“CDC”), coronavirus disease 2019 (abbreviated “COVID-19”) is a respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China in December 2019. The disease is caused by a virus that has been named SARS-CoV-2.

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern.” On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation’s health care community in responding to COVID-19. On March 11th, the WHO declared COVID-19 a pandemic as the number of infected countries grew. For more information about COVID-19, visit the CDC’s website at www.CDC.gov.

To keep current on the statistics of the pandemic, the best source which is also being used by the media is from John Hopkins University & Medicine Coronavirus Resource Center at www.coronavirus.jhu.edu/map.html.



Please copy and paste the links in your internet browser.

TILE CONTRACTORS ASSOCIATION OF HAWAII

GUIDELINES FOR SAFETY AND PREVENTION

Contractors want to continue working private, residential and commercial jobs in addition to the essential work that is allowed for tile setters. Below is a guideline to ensure safety and to prevent the spread of the virus.

1. Practice social distancing by maintaining a minimum 6-foot distance from others.
2. Preclude gatherings of any size, and anytime two or more people must meet, ensure minimum 6-foot separation.
3. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate for the activity being performed.
4. The owner/contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID19 Supervisor can be an on-site worker who is designated to carry this role.
5. Identify "choke points" and "high-risk areas" where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them so social distancing is maintained.
6. Minimize interaction when picking up or delivering equipment or materials, ensure minimum 6-foot separation.
7. Stagger the trades as necessary to reduce density and maintain minimum 6-foot separation social distancing.
8. Discourage workers from using other workers' phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
9. Post, in areas visible to all worker, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
10. Place wash stations or hand sanitizers in multiple locations to encourage hand hygiene.
11. Require anyone on the project to stay home if they are sick, except to get medical care.
12. Have employees inform their supervisor if they have a sick family member at home with COVID-19.
13. Maintain a daily attendance log of all workers and visitors.

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CHECKLIST TO ASSESS YOUR SHOP/WORKPLACE AND JOBSITE

Below is a questionnaire/checklist to assess your shop/workplace and jobsite.

- Project Name _____
- Project Owner/GC _____
- Project Location _____
- Number of workers required? _____
- Project Start Date? _____ Duration? _____
- Can project meetings be held via conference call or video conferencing? _____
- Can this work be scheduled at a later date? _____
- Have Supervisors been properly trained in COVID-19 awareness and procedures? _____
- Have all employees received COVID-19 Awareness Training in the signs and symptoms of exposure?

- Have any workers recently traveled internationally, on a cruise ship or to a known virus exposure location? _____
- Have any workers or family member been directly exposed to the virus through a confirmed case?

- Are any workers or their family members experiencing symptoms? _____
- Can special separation and social distancing be maintained? _____ At least 6'? _____
- Is there any work that requires 2 or more persons in close proximity? _____
- If so, what additional precautions are being taken to protect workers?

- Is OSHA/CDC/WHO recommended signage on the jobsite? _____
- All workers must answer the following questions daily:
Have you or anyone in your family traveled outside the United States within the last two weeks?
Have you or anyone in your family been in contact with a person being tested for Covid-19?
Have you been medically directed to self-quarantine due to possible exposure to Covid-19?
Are you having trouble breathing or had flu like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
 - Are cleaning products available for all frequently touched surfaces on the jobsite? _____
 - Will tools and work surfaces be cleaned daily? _____
 - Are Safety Data Sheets available on the jobsite for all cleaning materials? _____
 - Are hand wash stations with soap and warm water or hand sanitizer (Alcohol-based) available? _____
 - Is all required PPE available? _____ (Hard Hatt, Safety Glasses, Protective Garments, etc.)
 - Are N-95 respirators required and available? _____
 - Aware of company 100% PPE glove policy _____ (Nitrile and Non-allergenic gloves)
 - Is PPE clean and sanitized each day? _____ If so, who is responsible? _____
 - Only company authorized person allowed only in company vehicles? _____
 - No common drinking water facilities will be allowed on project, individual water bottles shall be utilized.
 - No Unauthorized visitors allowed onsite. Vendor Deliveries must be pre-scheduled.

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**We are ALL in
this together
and you are
not alone.**



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