



Covid-19 Handbook

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This COVID-19 update contains information and links pertinent to businesses in our communities. In particular we're providing information about the CARES Act, SBA programs, and S.C. Department of Employment & Workforce programs.

One-Stop contacts:

City of Beaufort Downtown Operations: Retailers in the City of Beaufort can call or email Director Linda Roper for assistance with connecting to and accessing financial resources, as well as navigating processes to obtain them.

Phone: 843-525-7084; [email: lroper@cityofbeaufort.org](mailto:lroper@cityofbeaufort.org)

Beaufort County Economic Development Corporation (southerncarolina.org/beaufort): A one-stop resource for commercial businesses or manufacturing operations in the City of Beaufort. Project Manager Charlie Stone can help.

Phone: 843-226-3462 ext. 2 (office); 843-226-5829 (mobile); [email: cstone@beaufortscedc.org](mailto:cstone@beaufortscedc.org).

USCB Small Business Development Center: Director Martin Goodman can consult with small businesses to help them during the pandemic. Please sign up as a client for a counseling session on the website www.scsbdc.com. Counseling sessions are provided free.

Phone: 843-838-8079; [email: goodman@uscb.edu](mailto:goodman@uscb.edu)

Local government resources

[City of Beaufort website](#)

[Town of Bluffton website](#)

[Town of Hilton Head website](#)

[Town of Port Royal website](#)

[Beaufort County website](#)

Lowcountry private resources

- **Beaufort Area Hospitality Association** – [Covid-19 resource page](#) – BAHA offers resources to those in the hospitality and tourism sectors. [Operation Gift Card](#) is offered by local retailers and restaurants – buy a gift card now or double #GIVE by purchasing one and giving to a local first responder, police officer, nurse, or healthcare staffer, etc.
- **[Lowcountry Strong Foundation](#)** – Hungry Heart Restaurant Relief Fund – The foundation has created a special partnership with Downtown Catering Company to create Hungry Heart Restaurant Workers Relief initiative.

- [Camelot Limousine COVID-19 Relief Fund](#) – Camelot Limousine has established a crowdfunding campaign that will be applied to the Lowcountry Community COVID-19 Response Fund. They will pick up prescriptions, groceries, take-out orders, etc., and, in lieu of payment, request that a donation to Lowcountry Community COVID-19 Relief Fund be made.
- [Coastal Community Foundation of South Carolina](#) – The foundation has launched the COVID-19 Relief & Recovery Fund to receive charitable donations and support communities disproportionately impacted by the COVID-19 pandemic.

Regional/state nonprofit resources

- [The United Way of the Lowcountry COVID-19 Relief Fund](#) – United Way of the Lowcountry will distribute 100% of the funds collected to provide services to residents in Beaufort and Jasper counties to meet basic needs including food, shelter and rent/utility assistance due to the loss of income related to the pandemic. Any funds remaining will be reallocated to support United Way's HELPLINE, which supports residents in need throughout Beaufort and Jasper counties.
- [Community Foundation of the Lowcountry COVID-19 Response Fund](#) – This fund was established by Community Foundation of the Lowcountry to rapidly deploy resources to community-based frontline nonprofit organizations addressing the COVID-19 pandemic in Beaufort, Colleton, Hampton and Jasper Counties.
- [The One SC Fund: COVID-19 Response](#) – Donations for statewide COVID-19 response effort.
- [The Salvation Army of the Carolinas](#) – Cleaning products and food pantry donations
- [South Carolina Food Pantries](#)
- [South Carolina Red Cross](#) – Emergency call for blood donors.
- [Help of Beaufort](#) – 1810 Ribaut Road, Port Royal. Open 9:30 a.m.-12:30 p.m. Mon-Fri. Offers groceries (USDA-certified pantry) and gently used clothing. Curbside grocery pick-up now and clothing racks and shoes outside. All food and clothing are free.

Other resources

- [AccelerateSC](#) – Gov. McMaster's task force to recommend economic revitalization plans for South Carolina.
- [South Carolina Emergency Management Division \(SCEMD\)](#) – ES24 List Serve – South Carolina business and industry can be added to the ES24 List Serve and receive up-to-date

information regarding COVID-19. To be added to the list, send an email to esf24@emd.sc.gov with your company name, contact name(s), county, contact email address and phone number.

- **South Carolina Emergency Management Division [Mobile Apps \(SCEMD\)](#)** – Emergency mobile apps available to the public.
- **South Carolina Emergency Management Division (SCEMD) – [Virtual Business Emergency Operations Center](#)** – Specific resources for business and industry during emergencies and includes information on preparing your business for COVID-19.
- **South Carolina Department of Commerce – [COVID-19 Business Resource Center](#)** – One-stop for business and industry information including unemployment benefits, business interruption insurance coverage, and virtual health visits.
- **South Carolina Chamber of Commerce – [COVID-19 Resource Hub](#)** – Business and industry resources and guidelines available from the Centers for Disease Control, Occupational Safety and Health Agency, and the SC Department of Health and Environmental Control. The SC Chamber is the state affiliate for the National Association of Manufacturers.
- **The Electric Cooperatives of South Carolina – [Coronavirus & Your Electric Bill](#)** – The statewide service and trade association for electric cooperatives in South Carolina provides general information on the coronavirus and your electric bill along with a link to take you to your specific serving cooperative.
- **Dominion Energy** – Visit <https://www.dominionenergy.com>

Media

- [The State newspaper](#) – Covid-19 coverage free to the public
- [The Island Packet/Beaufort Gazette](#): Covid-19 coverage free to public
- [Island News](#) – Beaufort community weekly
- [SCETV](#)
- [South Carolina Public Radio](#)

National resources

- [National Association of Manufacturers – Coronavirus Resources](#) – One-stop source of coronavirus information for manufacturers.



- **U.S. Economic Development Association** [Restore Your Economy](#) – Provides information and best practices for public and private stakeholders on aiding local businesses.
- **Department of Homeland Security** – [Supporting Small Business](#) – One-stop for disaster recovery resources with multiple federal agencies and associated services.
- [Government Relief for Small Business](#)

Federal resources

Economic Injury Disaster Loans and loan advance

To apply for a COVID-19 Economic Injury Disaster Loan, [click here](#). Small business owners in all states, Washington, D.C., and territories are eligible to apply for an Economic Injury Disaster Loan advance of \$1,000 per employee up to \$10,000. The SBA's Economic Injury Disaster Loan program provides small businesses with working capital loans of up to \$2 million that can help provide economic support to small businesses to help overcome temporary loss of revenue. Funds will be made available within three days of a successful application, and this loan advance will not have to be repaid.

To apply for a disaster loan unrelated to COVID-19, [click here](#).

CARES Act highlights

(as summarized by Synovus Bank)
On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The legislation provides approximately \$2.2 trillion of fiscal stimulus including:

- Direct payments to many Americans
- A \$350 billion bank loan program for small businesses
- \$500 billion in lending facilities from the Treasury and Federal Reserve for severely distressed sectors of the economy
- \$150 billion for state and local governments
- \$150 billion for hospitals

Small Business Applicant can apply for Economic Injury Disaster Loans and Paycheck Protection Program if there are different use of proceeds for each loan. Funds from the loans cannot be commingled.

	Economic Injury Disaster Loan (EIDL)	Paycheck Protection Program (PPP)
Eligibility	Companies and with not more than 500 employees, including cooperatives, ESOP's, and nonprofit organizations, sole proprietors, the self employed and independent contractors	Companies with the greater of no more than 500 employees, or their applicable employee size standard for their North American Industrial Classification System, 501 (c)(3) non-profits with fewer than 500 employees. Sole proprietors, the self-employed, and independent contractors. Must have been in operation as of 2/15/20
Use of Proceeds	Pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact.	Payroll, group health benefits, salary and employee commissions, interest on mortgages, rent, utilities, and interest on debt incurred before February 15, 2020.
Maximum Loan Amount	up to \$2,000,000	The lesser of \$10,000,000; OR For companies that have been in business for a year: The average monthly payroll for the preceding 12 months multiplied by 2.5; OR For seasonal businesses: Avg. total monthly payroll costs for a 12-week period from 3/1/19– 6/30/19 multiplied by 2.5; OR For companies that were not in business before the period February 15, 2019 – June 30, 2019: The average monthly payroll for the period January 1, 2020 through February 29, 2020 multiplied by 2.5; And The outstanding amount of any emergency loan made from 1/31/20 until 3/27/20.
Limitations on Payroll	None	Payroll costs excludes compensation paid to individuals including the self employed, above \$100,000
SBA Guaranty Fees	None	None
Rate	3.75% for profit 2.75% non-profit	no more than 4%
Term	Up to 30 years. Terms case-by-case	10 year term after forgiveness
Payment	Deferred for one year	Deferment permitted for up to one year
Personal Guarantee	Loans over \$200,000 will require a personal guarantee	None
Collateral	Collateral required on EIDL over \$25,000; UCC on all business assets and possibly real estate	None
Forgiveness	An advance of \$10,000 will be provided as a grant within three days of application and is not required to be repaid if loan denied	Equal to the amount spent by the borrower during a 8-week period after the origination date of the loan on payroll costs, interest payment on any mortgage, rent, utilities, or other interest. Forgiveness amount will be reduced by multiplying the loan amount by: Current FTE's divided by FTE's from 2/15/19 to 6/30/19; or FTE's from 1/1/20 to 2/29/20 Additionally, forgiveness amount is reduced by pay reductions in excess of 25%.
Where	US Treasury disasterloan.sba.gov	Banks, our Paycheck Protection Program page: https://www.synovus.com/covid-19/paycheck-protection-program/

The law has passed. What happens next?

Many of the relief measures included in the package relate to programs overseen by multiple governmental agencies. Some measures will become available more quickly than others. We'll be working with these agencies to understand guidelines for delivering these programs to our customers and will keep you informed as the new options become available.

How could the CARES Act help me and family?

The CARES Act provides cash assistance directly to eligible taxpayers among other opportunities for relief.

- **One-time checks.** The U.S. Treasury began to issue relief checks to individuals and families in April. The full credit amount of \$1,200 for individuals and \$2,400 for couples is available for individuals with income at or below \$75,000 (\$112,500 for heads of household) and couples with income at or below \$150,000. You will receive an additional \$500 per child. Your tax rebate amount will be reduced by \$5 for each \$100 your income exceeds the income limits. That means for those without children, an individual will not receive a rebate if his or her income exceeds \$99,000 or for couples, more than \$198,000.
- **401K and IRA early withdrawal penalties.** 10% early withdrawal penalties will be waived for certain coronavirus-related 401k and IRA distributions up to \$100,000 made during 2020.
- **Student loans.** Federal student loan payments will be waived for up to six months, and interest will not be accrued during this period.
- **Unemployment benefits.** Individual unemployment benefits provided by states will increase by an additional \$600 per week for four months, retroactive to Jan. 27.
- **Credit reporting.** The act creates a moratorium on missed payment reports to credit reporting agencies for the duration of the public health emergency and 120 days thereafter.
- **Mortgages.** Foreclosures will be prohibited on all federally-backed mortgage loans for 60 days beginning March 18, 2020, and up to 360 days of forbearance (180 days, plus one 180-day renewal) will be provided for borrowers of a federally-backed mortgage loan who have experienced a financial hardship related to the COVID-19 emergency.

How could the CARES Act help my business?

The goal of the act is to provide financial assistance to businesses and incentivize businesses to keep employees on payroll. These provisions have been commonly referred to as the Paycheck Protection Program.

The act focuses on the Small Business Administration (SBA) Section 7(a) guaranteed lending program. SBA will provide additional guidance and implementation dates following enactment.

- The act authorizes \$350 billion for loans under the SBA Section 7(a) guaranteed lending program to cover eligible business concerns or non-profits with fewer than 500 employees. It waives all

fees and increases the federal government guarantee to 100 percent, with payments deferred for up to one year and no prepayment penalty.

- The act increases the loan amounts available under 7(a) to the lesser of \$10 million or 2.5 times average monthly payroll, plus the value of any existing EIDL loan received after Jan. 31, 2020, and provides eligibility for loan forgiveness on all amounts used for payroll, mortgage interest, lease, and utility payments between Feb. 15 and June 30, 2020. Loan forgiveness will be reduced if there is a reduction in the number of employees or employee compensation during this period. Loans are capped at 4 percent and terms of up to 10 years.
- Loans may also be used — but not forgiven — for other specified purposes.

Assistance for mid-size businesses is being accounted for in provisions related to the severely distressed sectors of the economy:

- As part of a \$454 billion provision in support of Federal Reserve lending, the act directs the U.S. Treasury and Federal Reserve to try to provide financing to banks and other lenders that make direct loans to eligible businesses and nonprofits with 500 to 10,000 employees.
- The interest rate on loans would be capped at 2 percent, with no payments due for the first 6 months, and borrowers would be required to provide good faith certification to a list of conditions, including workforce retention; no payment of dividends or stock buybacks; no outsourcing or offshoring of jobs; and union neutrality with no collective bargaining agreement breaches for two years after repayment.

What measures are included for severely distressed sectors of our economy?

- The act provides \$500 billion to the Treasury Department’s Exchange Stabilization Fund (ESF) to provide loans, loan guarantees, and other investments for eligible businesses, states, and municipalities, with direct loans for airlines (\$25 billion), air cargo carriers (\$4 billion), and Boeing/businesses that are critical to maintaining national security (\$17 billion).
- \$454 billion (and any additional amount not used for the programs above) will support programs or facilities established by the Federal Reserve.
- The act prohibits companies that receive loans or loan guarantees under certain programs from issuing new stock buybacks or paying dividends for as long as the loans or guarantees remain in effect plus 12 months. It also eliminates salary increases for employees who earned more than \$425,000 in 2019 and requires firms to maintain as close to March 24, 2020, employment levels as practicable until Sept. 30, 2020.

Paycheck Protection Program (PPP)

The Paycheck Protection Program (“PPP”) authorizes up to \$349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis. Congress has just agreed to inject another \$310 billion into the program. All loan terms will be the same for everyone. The loan amounts will be forgiven as long as:

- The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8-week period after the loan is made; and
- Employee and compensation levels are maintained. Payroll costs are capped at \$100,000 on an annualized basis for each employee. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs.

Loan payments will be deferred for 6 months.

When can I apply?

- Starting April 3, 2020, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.
- Starting April 10, 2020, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.
- Other regulated lenders will be available to make these loans as soon as they are approved and enrolled in the program.

Where can I apply?

You can apply through any existing SBA lender or through any federally insured depository institution, federally insured credit union, and Farm Credit System institution that is participating. Other regulated lenders will be available to make these loans once they are approved and enrolled in the program. You should consult with your local lender as to whether it is participating. Visit www.sba.gov for a list of SBA lenders.

Resources & links

Business & travel resources

- [South Carolina Chamber of Commerce resources](#)
- [U.S. Chamber of Commerce resources](#)
- [Centers for Disease Control and Prevention \(CDC\) guidelines for businesses](#)
- [Small Business Administration \(SBA\) resources](#)
- [SBA Disaster Assistance](#)
- [SBA Economic Injury Disaster Loans for Corona Virus](#)
- [SBA loan information](#)
- [Filing for unemployment](#)

- [FAQs on SC unemployment](#)
- [SC unemployment/layoff information](#)
 - [Summary of New Emergency Family Medical Leave Act](#)
 - [Business Interruption Insurance information](#)
- [U.S. Travel Association resources](#)
- [American Hotel & Lodging Association guidance for employers](#)
- [Destinations International](#)
- [OSHA resources](#)
- [South Carolina Department of Employment & Workforce \(SCDEW\)](#)
- [Do I qualify as a small business?](#)

Health resources

- ❏ [CDC information about COVID-19](#)
- ❏ [Getting Tested/Telehealth resource](#)
- ❏ [Beaufort Memorial Hospital](#)
- ❏ [Beaufort Memorial Hospital Virtual Visits](#)
- ❏ [MUSC Virtual Healthcare](#)
- ❏ [Hilton Head Regional Healthcare](#)
- ❏ [World Health Organization](#)
- ❏ [DHEC educational/outreach materials](#)
- ❏ [Donate blood](#)

Government & school resources

- ❏ [Beaufort County School District meal distribution schedule](#)
- ❏ [Beaufort County School District](#) (schools are closed through the end of the school year)
- ❏ [City of Beaufort](#)
- ❏ [Beaufort County](#)



- ❏ [Beaufort County Help for Families](#)
- ❏ [Latest Gov. McMaster press conference on SCETV](#)