

Overview:

The CSTB COVID-19 Toolkit is designed to assist Hillsborough County businesses, organizations and job seekers to better understand available resources and help inform and improve access to critical workforce development resources, programs, and services that are essential during this time.

The toolkit provides a snapshot of resources and is meant to provide a foundation for stakeholders to identify initial information. Additional information can be found on our website at: <https://www.careersourcetampabay.com/>

Business Resources:

<p>State Resources</p>	<ul style="list-style-type: none"> • COVID-19 toolkit, including: <ul style="list-style-type: none"> • “General Prevention” flyer • “Stop the Spread of Germs” flyer • “Florida’s Response to Emerging Infectious Disease” flyer • Frequently Asked Questions • Guidance for businesses • Current travel advisories
<p>Small Business Administration (SBA) Loan</p>	<p>Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) program for businesses impacted by COVID-19.</p>
<p>Florida SBDC at University of South Florida Muma College of Business</p>	<p>Florida Small Business Emergency Bridge Loan</p> <p>Here are some guidelines that you may want to share with your staff:</p> <ul style="list-style-type: none"> • All Florida Small Business Emergency Bridge Loan applications must be sent to the FSBDC Network, and specifically the FSBDC at USF (within our 10 counties), in accordance with Department of Economic Opportunity (DEO) guidelines. • The FSBDC at USF will also provide online confidential consultation to small business owners and help them complete the application correctly. • The FSBDC at USF has established a Bridge Loan committee, comprised of economic development professionals and lenders, that will review all applications and either approve or reject them. <ul style="list-style-type: none"> ○ The FSBDC at USF only facilitates the loan process and provides technical assistance before, during, and after the loan has been issued.

	<ul style="list-style-type: none"> ○ We do NOT provide the actual funding. Funding is provided by Florida First Capital in Tallahassee. ○ We do NOT make loan decisions – only the Bridge Loan Committee does. ● Small business owners should be encouraged to work with us in the preparation of their package. If it is incomplete, we cannot submit it to the committee and their application will be delayed. ● Please be sure to add our new email address: USF@floridasbdc.org to all of your notifications and push that as the <i>primary</i> way for businesses to contact us and to submit their application and documents. ● Once we receive a completed loan application, it will go to the Bridge Loan Committee and will be processed in order of completion. ● The Bridge Loan Committee should start reviewing applications as early as next week. As soon as they launch, I'll send you notification. <p><i>How you can help:</i> If your organization has been receiving inquiries from affected small business owners, you can do one of the following:</p> <ul style="list-style-type: none"> ● Send them directly to our corona virus landing page: https://sbdctampabay.com/coronavirus/ ● Give them our email address: USF@floridasbdc.org ● Give them our phone number (not preferred): 813-905-5800
Reemployment Site	Connect is Florida's Online Reemployment Assistance System. Job Seekers can use this site to file a claim. https://connect.myflorida.com/Claimant/Core/Login.ASPX
Reemployment FAQ	This site provides answers to common questions related to Reemployment Assistance. http://www.floridajobs.org/job-seekers-community-services/reemployment-assistance-center/connect-general-information/connect-faqs
How to Post a Job	If your company has current openings that need to be filled you can submit a job order by completing a Job Order Form for CSTB to enter or through Employ Florida https://www.careersourcetampabay.com/employers/post-jobs/
How to use Employ Florida	Instructions on how to use Employ Florida can be found here; https://www.employflorida.com/vosnet/OnlineLearning/LearningCenter.aspx

Notification of Layoffs through
Worker Adjustment and
Retraining Notification (WARN)

General Provisions

The Worker Adjustment and Retraining Notification (WARN) Act offers protection to workers, their families, and their communities by requiring employers to provide notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g. a labor union); to the state rapid response dislocated worker unit; and to the chief elected official of the local government in which the employment site is located.

In general, employers are covered by the WARN Act if they have 100 or more employees, not counting employees who have worked less than six months in the last 12 months and not counting employees who work an average of less than 20 hours per week. Private, for-profit employers and private, nonprofit employers are covered, as are public and quasi-public entities which operate in a commercial context and are separately organized from the regular government. Regular federal, state, and local government entities, which provide public services, are not covered.

Employees entitled to notice under the WARN Act include hourly and salaried workers, as well as managerial and supervisory employees. Business partners are not entitled to notice.

What Triggers Notice

Plant Closings: A covered employer must give notice if an employment site (or one or more facilities or operating units within an employment site) will be shut down, and the shutdown will result in an employment loss (as defined later) for 50 or more employees during any 30-day period. This does not count employees who have worked less than six months in the last 12 months or employees who work an average of less than 20 hours per week for that employer. These latter groups, however, are entitled to notice (discussed later).

Mass Layoffs: A covered employer must give notice if there is to be a mass layoff which does not result from a plant closing, but which will result in an employment loss at the employment site during any 30-day period for 500 or more employees, or for 50-499 employees if they make up at least 33% of the employer's active workforce. Again, this does not count employees who have worked less than six months in the last 12 months or employees who work an average of less than 20 hours per week for that employer. These latter groups, however, are entitled to notice.

An employer also must give notice if the number of employment losses which occur during a 30-day period fails to meet the threshold requirements of a plant closing or mass layoff, but the number of employment losses for two

	<p>or more groups of workers, each of which is less than the minimum number needed to trigger notice, reaches the threshold level, during any 90-day period, of either a plant closing or mass layoff. Job losses within any 90-day period will count together toward WARN threshold levels, unless the employer demonstrates that the employment losses during the 90-day period are the result of separate and distinct actions and causes. http://floridajobs.org/office-directory/division-of-workforce-services/workforce-programs/reemployment-and-emergency-assistance-coordination-team-react/warn-notices/warn-notices-procedure-and-instructions</p>
<p>REACT Services</p>	<p>As required by the Workforce Innovation and Opportunity Act (WIOA), the Reemployment and Emergency Assistance Coordination Team (REACT) serves as Florida’s state-level rapid response dislocated worker unit responsible for carrying out statewide rapid response activities and overseeing rapid response activities carried out by the local workforce development boards. One of the primary purposes of rapid response is to prevent or minimize the impacts of layoffs and dislocations on workers, businesses and communities. Rapid response ensures immediate access to affected workers to help them quickly re-enter the workforce and plays an important role in providing customer-focused services to both dislocated workers and employers.</p> <p>Rapid response services are provided when employers submit layoff and business closing notices under the Worker Adjustment and Retraining Notification (WARN) Act and when there is an announcement or notification of a permanent closure (regardless of the number of affected employees), a mass layoff (affecting 50 or more workers), a mass job dislocation resulting from a natural or other disaster, or when a Trade Adjustment Assistance petition is filed.</p> <p>Examples of rapid response services provided by the local workforce development boards and their local career center service providers include:</p> <ul style="list-style-type: none"> Information and support for affected workers for applying for Reemployment Assistance benefits Information on the impacts of layoff on health coverage and other benefits Information on and referral to career services, reemployment-focused workshops as well as job referrals and training opportunities Referral to community agencies for supportive services Arranging job fairs and other special employment events Layoff aversion strategies and activities designed to prevent or minimize the duration of unemployment resulting from layoffs

	<p>When employee layoffs are eminent, we'll make the process less painful for everyone. The CareerSource Tampa Bay Rapid Response Team will setup a transition program to provide your employees with information and assistance in moving toward their next career.</p> <p>Affected employees will receive information on filing for Re-Employment Assistance; no-cost resume and interview skills workshops; as well as services available for eligible individuals who are interested in training for a new career, including financial aid.</p>
LMI	<p>Data about employment by location and occupation, labor supply and demand, earnings, unemployment and demographics of the labor force make up what is known as labor market information (LMI). To see a snapshot of the LMI for Hillsborough County please click here.</p> <p>Emsi is an online application that provides customized reports on labor market data including occupation, industry, job postings, online profiles of job seekers. CSTB uses Emsi reports to make informed decisions with regards to the labor market in Hillsborough County.</p> <p>Emsi customized occupational snapshot reports are available for our targeted industries. Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Reports contain an executive summary, supply analysis, demographic details, compensation and graduate pipeline. Reports can be requested by contacting a CSTB Business Services Representative.</p>
Department of Economic Opportunity – Reemployment Assistance Service Center	<p>http://www.floridajobs.org/job-seekers-community-services</p> <p><i>General Information-</i> Reemployment Assistance (also called reemployment assistance insurance) provides temporary wage replacement benefits to qualified individuals who are out of work through no fault of their own. If you need assistance, contact the Reemployment Assistance Contact Center at 1-800-204-2418 during the hours of 8:00 AM to 5:00 PM EST, Monday through Friday.</p> <p><i>Claimants-</i> CONNECT provides online access for claimants to apply for benefits, view and maintain claimant account</p>

	<p>information, view claim status and payments, view overpayment balance and make payments.</p> <p><i>Employers-</i> CONNECT provides online access for employers to file an appeal, protest benefit charges, view and send correspondence, assign third-party administrator and manage Short Time Compensation benefits.</p>
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Job Seeker Resources:

Online Assessments	<p>CSTB offers a variety of online career assessments including: My Next Move, My Skills My Future and O*NET. These assessments measure the job seeker's career interests and aptitude, identify transferrable skills and provide career guidance that is essential for the job seekers transition to employment or reemployment. Each of these assessments can be taken online at any location with internet access.</p>
My Skills My Future	<p>My Skills My Future helps laid-off workers and other career changers find new occupations to explore. Users can identify occupations that require skills and knowledge similar to their current or previous job, learn more about these suggested matches, locate local training programs, and/or apply for jobs.</p> <ul style="list-style-type: none"> This electronic tool enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to facilitate their career mobility and economic prospects. For any occupation, users can get a list of job listings in their local area (i.e. state or zip code) and click directly through to the hiring company's website. www.mySkillsmyFuture.org.
My Next Move	<p>My Next Move is a web based online career assessment tool. Job seekers may access the assessment in the CSTB Resource Rooms, Computer Labs or from any computer with Internet access at http://mynextmove.dol.gov. My Next Move provides jobseekers with information on more than 900 occupations, as well as, local job openings and training opportunities in a simple, user-friendly format. This electronic tool gives individuals three main ways to explore careers, including an online O*NET interest assessment, and then provides an easy-to-read, one-page profile of each occupation highlighting important knowledge, skills, abilities, technologies used, simplified salary and outlook information, and links to find specific training and employment opportunities.</p>
Workplace Skills for the 21 st Century Success	<p>Workforce Skills for 21st Century Success™ is an anytime, anywhere, online self-paced, comprehensive online learning platform that delivers resources to support job seekers and career development.</p>

	<p>The platform provides interactive, self-directed training that is ideal for job and career seekers at any level, including college students, veterans, and career changers.</p> <p>To learn more visit:</p> <p>http://local.careersourcetampabay.com/wp-content/uploads/2014/09/CSTB_WF-Skills-for-21st-Century-Success1.pdf</p> <p>https://local.careersourcetampabay.com/wp-content/uploads/2014/09/WS21_FeaturedResources_Flyer.pdf</p>
GCF Learn Free	<p>GCFLearnFree.org program offers online content for people to learn essential skills they need to live and work in the 21st century. From Microsoft Office and email, to reading, math, and more—GCFLearnFree.org offers more than 200 topics, including more than 7,000 lessons, more than 1,000 videos, and more than 50 interactives and games, completely free. All you need is an Internet connection.</p> <ul style="list-style-type: none"> • https://edu.gcfglobal.org/en/
O*NET® Career Exploration Tools	<p>The O*NET® team has designed a set of self-directed career exploration/assessment tools to help workers consider and plan career options, preparation, and transitions more effectively. They also are designed for use by students who are exploring the school-to-work transition. The assessment instruments, which are based on a "whole-person" concept, are grouped into three major families:</p> <ul style="list-style-type: none"> • O*NET Ability Profiler • O*NET Interest Profiler • O*NET Work Importance Locator <p>These instruments will help individuals identify their work-related interests, what they consider important on the job, and their abilities to explore occupations that relate most closely to those attributes. Users of the tools may link to the more than 950 occupations described by the O*NET database, as well as to occupational information in Career One Stop. This allows individuals to make a seamless transition from assessing their interests, work values, and abilities to matching their job skills with the requirements of occupations in their local labor market.</p> <ul style="list-style-type: none"> • https://www.onetcenter.org/tools.html
Future Plans	<p>Future Plans – Undecided about what career to pursue or what planning steps to take next? Future Plans will help you to discover more about yourself using a new tool that is innovative and engaging, with 11 online assessments and activities designed to help you discover and pursue a career that you can be passionate about, excel in, and is in DEMAND!</p>
Career One Stop	<p>Career One Stop is your pathway to career success. Explore careers, get resume advice, samples & templates, wage and salary information, and more.</p>

Top News



March 16, 2020

[Unemployment insurance for coronavirus-impacted workers](https://blog.careeronestop.org/unemployment-insurance-for-coronavirus-impacted-workers/)

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Unemployment insurance for coronavirus-impacted workers

Has the COVID -19 (coronavirus) pandemic impacted your employment?

Whether you've had to reduce your hours because you're ill, you're caring for an ill family member, or your employer has had to temporarily shut down, you may be eligible for expanded assistance from your state's Unemployment Insurance program.

Unemployment Insurance is a joint state-federal program that provides cash benefits to eligible workers. Each state administers a separate unemployment insurance program, but all states follow the same guidelines established by federal law.

The federal government is allowing new options for states to amend their laws to provide unemployment insurance benefits related to COVID-19. For example, federal law allows states to pay benefits where:

- An employer temporarily ceases operations due to COVID-19, preventing employees from coming to work;
- An individual is quarantined with the expectation of returning to work after the quarantine is over; and
- An individual leaves employment due to a risk of exposure or infection or to care for a family member.
- In addition, federal law does not require an employee to quit in order to receive benefits due to the impact of COVID-19.

<p>Unemployment Finder</p>	<p>Visit Career One Stop's Unemployment Benefits Finder to find details on your state's UI program, including any additional flexibility offered to workers whose jobs have been impacted by coronavirus.</p> <p>COVID-19 update: The federal government is allowing new options for states to amend their laws to provide unemployment insurance benefits related to COVID-19. For example, federal law allows states to pay benefits where:</p> <ul style="list-style-type: none"> • An employer temporarily ceases operations due to COVID-19, preventing employees from coming to work; • An individual is quarantined with the expectation of returning to work after the quarantine is over; and • An individual leaves employment due to a risk of exposure or infection or to care for a family member. <p>In addition, federal law does not require an employee to quit in order to receive benefits due to the impact of COVID-19.</p> <p>Select your state to find information about filing for unemployment benefits.</p> <ul style="list-style-type: none"> • https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/Find-Unemployment-Benefits.aspx
<p>Department of Economic Opportunity – Reemployment Assistance Service Center</p>	<p><i>General Information-</i> Reemployment Assistance (also called reemployment assistance insurance) provides temporary wage replacement benefits to qualified individuals who are out of work through no fault of their own. If you need assistance, contact the Reemployment Assistance Contact Center at 1-800-204-2418 during the hours of 8:00 AM to 5:00 PM EST, Monday through Friday.</p> <p><i>Claimants-</i> CONNECT provides online access for claimants to apply for benefits, view and maintain claimant account information, view claim status and payments, view overpayment balance and make payments.</p> <p><i>Employers-</i> CONNECT provides online access for employers to file an appeal, protest benefit charges, view and send correspondence, assign third-party administrator and manage Short Time Compensation benefits.</p> <ul style="list-style-type: none"> • http://www.floridajobs.org/job-seekers-community-services
<p>LMI</p>	<p>Data about employment by location and occupation, labor supply and demand, earnings, unemployment and demographics of the labor force make up what is known as labor market information (LMI).</p> <ul style="list-style-type: none"> • To see a snapshot of the LMI for Hillsborough County please click here. <p>Emsi is an online application that provides customized reports on labor market data including occupation, industry, job postings, online profiles</p>

	<p>of job seekers. CSTB uses Emsi reports to make informed decisions with regards to the labor market in Hillsborough County.</p> <p>Emsi customized occupational snapshot reports are available for our targeted industries. Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Reports contain an executive summary, supply analysis, demographic details, compensation and graduate pipeline. Reports can be requested by contacting a CSTB Representative and identifying the specific occupational area needed.</p>
RESEA	<p>The Reemployment Services and Eligibility Assessment (RESEA) Program is a worker profiling and reemployment services system that identifies new Unemployment Compensation (UC) recipients who are most likely to exhaust their regular benefits before returning to the workforce and involves them in reemployment services as a condition of eligibility to receive RA benefits. In Florida, the UC program is referred to as Reemployment Assistance (RA). Florida's RESEA program also targets transitioning Veterans receiving Unemployment Compensation for Ex-Servicemembers (UCX). RA claimants who are determined to be eligible for the RESEA program are automatically scheduled and mailed a letter to appear for a RESEA appointment at their nearest career center.</p> <p>RESEA activities include:</p> <ul style="list-style-type: none"> • The orientation provides an overview of the RESEA program and its requirements, the services accessible at the career center, and information about partner programs and other community resources. • The one-on-one initial assessment collects information related to the claimant's skills, education, and employment history. • Labor market information that is tailored to their current or future employment goals, such as which jobs are in demand, and what the specific employer needs are in their local area. • An employability development plan is created to outline long-term and short-term goals and the appropriate steps to achieve those goals. • Finally, each claimant is referred to at least one additional reemployment service that was identified during the appointment, e.g. resume assistance, interviewing skills, financial management workshops, referrals to partner programs, training, etc.
REACT/ Rapid Response	<p>As required by the Workforce Innovation and Opportunity Act (WIOA), the Reemployment and Emergency Assistance Coordination Team (REACT) serves as Florida's state-level rapid response dislocated worker unit responsible for carrying out statewide rapid response activities and overseeing rapid response activities carried out by the local workforce development boards. One of the primary purposes of rapid response is to prevent or minimize the impacts of layoffs and</p>

	<p>dislocations on workers, businesses and communities. Rapid response ensures immediate access to affected workers to help them quickly re-enter the workforce and plays an important role in providing customer-focused services to both dislocated workers and employers.</p> <p>Rapid response services are provided when employers submit layoff and business closing notices under the Worker Adjustment and Retraining Notification (WARN) Act and when there is an announcement or notification of a permanent closure (regardless of the number of affected employees), a mass layoff (affecting 50 or more workers), a mass job dislocation resulting from a natural or other disaster, or when a Trade Adjustment Assistance petition is filed.</p> <p>Examples of rapid response services provided by the local workforce development boards and their local career center service providers include:</p> <ul style="list-style-type: none"> • Information and support for affected workers for applying for Reemployment Assistance benefits • Information on the impacts of layoff on health coverage and other benefits • Information on and referral to career services, reemployment-focused workshops as well as job referrals and training opportunities • Referral to community agencies for supportive services • Arranging job fairs and other special employment events • Layoff aversion strategies and activities designed to prevent or minimize the duration of unemployment resulting from layoffs <p>When employee layoffs are eminent, we'll make the process less painful for everyone. The CareerSource Tampa Bay Rapid Response Team will setup a transition program to provide your employees with information and assistance in moving toward their next career.</p> <p>Affected employees will receive information on filing for Re-Employment Assistance; no-cost resume and interview skills workshops; as well as services available for eligible individuals who are interested in training for a new career, including financial aid.</p>
<p>WIOA Individualized Career Services</p>	<p>Workforce Innovation Opportunity Act (WIOA) Individualized Career Services provides one-on-one career coaching services tailored to the individual's unique employment need. Services may include:</p> <ul style="list-style-type: none"> • Assessment of skill levels and interest profiles • Creation of an individualized career development plan • Resume assistance • Labor market information • Interview coaching • Job search assistance

	<p>Services under the WIOA program are eligibility-based. If you are interested in applying, please visit: https://www.careersourcetampabay.com/job-seekers/wioa/</p>
<p>WIOA Adult & Dislocated Worker Services Training Services</p>	<p>The WIOA program is geared towards customer choice. Individuals who are interested in receiving Individualized Career Services and training services are invited to review and research the options presented on our approved training provider list.</p> <p>Services under the WIOA program are eligibility-based. Therefore, all interested applicants must meet and be able to document general and funding-specific eligibility criteria in order to be considered for enrollment.</p> <p>All eligible applicants must be a resident of Hillsborough County, 18 years of age or older, and meet U.S. citizenship or permanent resident requirements.</p> <p>For more information on eligibility for Adults and Dislocated Workers through the WIOA program, please click here.</p> <ul style="list-style-type: none"> • If interested, please visit the CareerSource Tampa Bay at https://www.careersourcetampabay.com/job-seekers/career-training-and-development/
<p>Youth</p>	<p>Ready to get a job, but don't know where to start? Young Talent Tampa Bay through CareerSource Tampa Bay can help! If you are out-of-school, between the ages of 18-24, and motivated to start a training program or begin a career, Young Talent Tampa Bay can provide you with the skills you need!</p> <p>Services under the WIOA program are eligibility-based. There for all interested applicants must and be able to document general and funding-specific eligibility criteria in order to be considered for enrollment.</p> <p>All eligible applicants must be a resident of Hillsborough County, 18 years of age or older, and meet U.S. citizenship or permanent resident requirements.</p> <p>To start the enrollment process, applicants will need to fully complete the WIOA Youth prescreen below. https://www.careersourcetampabay.com/job-seekers/wioa-youth-training/</p>
<p>Welfare Transition Program (WTP)</p>	<p>Florida's Welfare Transition program is designed to provide Temporary Cash Assistance recipients with training, education, support services, and skills needed to gain unsubsidized employment. Work eligible TCA</p>

	<p>recipients are referred to the WT program and are provided with an assessment of their skills, work history, and employability.</p> <p>To Apply for Cash Assistance visit the Department of Children and families website at https://www.myflorida.com/accessflorida/</p>
Supplemental Nutritional Assistance Program (SNAP)	<p>SNAP works to assist abled bodied adults without dependents, who are receiving food assistance to gain skills, training, work experience and/or employment to increase ability to gain self-sufficiency. Click Here for additional information.</p>
EmployFlorida	<p>Employ Florida – Florida’s official online portal to virtual job-matching services and many other workforce resources. www.employflorida.com</p> <p>Looking for a new job or next step in your career? Based on your education, skills, experience and goals, we guide you through every step of the process. Click below to be directed to Employ Florida to view available job openings and to create an automated job search.</p> <ul style="list-style-type: none"> • Employ Florida – VETS – Florida’s online source for veterans’ employment and employer recruitment information. • Employ Florida – Florida Abilities Work – Florida’s online source for job seekers’ with disabilities find employment. • Employ Florida – Silver Edition – Florida’s online career resource for the 50+ demographic. • Employ Florida – Green Jobs – Florida’s online career resource for individuals seeking information on green jobs, green training and green jobs survey results.
Hot Jobs	<p>CareerSource Tampa Bay Business Services Representatives have developed strong relationships with area businesses who are actively seeking talented individuals to fill their current openings. These openings are often referred to as our “Hot Jobs”, and may only be available for a short period of time.</p> <ul style="list-style-type: none"> • Check this page regularly to view our latest “Hot Jobs: https://www.careersourcetampabay.com/job-seekers/job-search/
Department of Children & Families	<p>To apply for Supplemental Nutritional Assistance Program (SNAP or Temporary Assistance to Needy Families (TANF) assistance visit: https://www.myflorida.com/accessflorida/</p>

- Getting Started: <https://dcf-access.dcf.state.fl.us/access/scrflhomepage.do?performAction=changeLocale&language=english>

SYMPTOMS OF COVID-19 (CORONAVIRUS)



Patients with **COVID-19** have experienced mild to severe respiratory illness.

Symptoms* can include



Cough



Fever



Shortness of Breath

If you have been in China or other countries with travel advisories by the CDC or in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, call your doctor.

[CDC.gov/travel](https://www.cdc.gov/travel)

*Symptoms may appear 2-14 days after exposure

For more information:
[FloridaHealth.gov/COVID-19](https://www.floridahealth.gov/COVID-19)