



## CareerSource Tampa Bay Special Edition COVID-19 Toolkit March-April, 2020 Issue

**FROM THE DESK OF**

**JOHN FLANAGAN**

CEO  
CareerSource Tampa Bay

[Join Our Newsletter](#)



---

I want to ensure our community, business partners, staff and key stakeholders that CareerSource Tampa Bay will work hard to continue providing quality services during this time.

The COVID-19 event was unexpected, but we will overcome the obstacles that may come our way as we transition to deliver 100% virtual services.

This is a difficult time for all of us as we work to mitigate the impact of COVID-19 on our staff, job seekers, businesses, partners and communities. Not only are school classes moving to online platforms, but many America Job Centers and other organizations that serve the workforce are looking to provide services beyond traditional brick and mortar sites in order to remotely meet their client needs.

To support our customers in this effort, and to help you avoid interruption of service, we want to remind you of the online CSTB services that can be accessed remotely.

Additionally, in response to this crisis, we've created a COVID-19 Toolkit that outlines resources such as:

- Reemployment Assistance Service Center Site & FAQ
- Small Business Administration (SBA) Loan
- How to use Employ Florida
- Online Assessments Interests & Educational Sites
- O\*NET® Career Exploration Tools
- Labor Market Information
- CareerOneStop
- Program Information
- State Resources

We want to assure you that CareerSource Tampa Bay is committed to supporting you and meeting your needs during these challenging times.

Please go to our main website ([www.careersourcetb.com](http://www.careersourcetb.com)) for the latest information and how CareerSource Tampa Bay is helping during the COVID-19 event. Look for the COVID-19 CSTB JOB RESOURCE TOOL KIT. Below you will find a highlight of a few key resources that can be found in the TOOL KIT. Please don't hesitate to contact us with any questions at 813-930-7400.

JOHN FLANAGAN  
CEO CAREERSOURCE TAMPA BAY



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

Career One Stop – Career One Stop is your pathway to career success. Explore careers, get resume advice, samples & templates, wage and salary information, and more.

<https://www.careeronestop.org/>

**Unemployment insurance for coronavirus-impacted workers**

Select your state to find information about filing for unemployment benefits.

<https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/Find-Unemployment-Benefits.aspx>

**COVID-19 (Coronavirus) 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:

- 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.

Select your state below to find details on their UI program, including and additional flexibility offered to those impacted by coronavirus. Many states require you to file for unemployment benefits on the web. Some provide toll-free numbers or other ways to obtain assistance in filing.

General information about the unemployment insurance program can be found below:  
<http://www.floridajobs.org/job-seekers-community-services>

To file a UI claim online click the link below.  
<https://connect.myflorida.com/Claimant/Core/Login.ASPX>

## CareerSource Business Tool Kit

~Additional Resources for dealing with COVID-19~

With the rapid increase in cases of COVID-19 in Florida, business leaders throughout the state are looking for the most accurate and up-to-date information.

CareerSource Florida and CareerSource Tampa Bay are actively monitoring key developments related to COVID-19. As the situation evolves for our state, our professional team is committed to ensuring our local workforce development partners have easy-to-use resources, information and preparedness tips to share with local business and community partners.



Please encourage your business partners to complete the [Business Damage Assessment survey](#) to assess the impact of COVID-19 on Florida's local business operations. Responses to the survey could help with the availability of the U.S. Small Business Administration (SBA) [Economic Injury Disaster Loan \(EIDL\) program](#) for businesses impacted by COVID-19.

### State resources include:

- [COVID-19 toolkit](#), including:
  - ["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](#)

Everything that you need to know about the CareerSource Tampa Bay COVID-19 response can be found here ( <https://www.careersourcetampabay.com/wp-content/uploads/2020/03/Corona-Virus-CTSB-FAQ-External-3.19.2020.pdf>)

For regularly updated information, please visit the Florida Department of Health's COVID-19 [website](#). You may also reach the COVID-19 call center at 1 (866) 779-6121 or [COVID-19@flhealth.gov](mailto:COVID-19@flhealth.gov).

## CSTB LATEST INFORMATION COVID-19 Updates

CareerSource Tampa Bay will have the latest information about office closings, updates to businesses and career seekers by going to our main website: [CSTB Website](#)

## Help for the Job Seeker

### Help for the CareerSeeker Online

CareerSource Tampa Bay Business Services Representatives have developed strong relationships with area businesses including Amazon, Pizza Hut, Walmart and Publix 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.

Check this page regularly to view our latest “Hot Jobs”  
<https://www.careersourcetampabay.com/job-seekers/job-search/>

**Reemployment Services Flyers:** The following link is a guide developed by CareerSource Tampa Bay related to reemployment, employment and family assistance resources. Please share this information with anyone you know that this might assist.

ENGLISH: <https://bit.ly/2wH7LFn> SPANISH: <https://bit.ly/3amz9qX>

### Online Assessments:

Overview: CSTB offers a variety of online career assessments including: My Next Move, My Skills My Future and Career Scope. These assessments measure the job seeker's career interests and aptitude, identify transferable skills and provide career guidance that is essential for the job seekers transition to employment or reemployment. Each of these assessments can be taken in the CSTB Resource Room, Computer Lab (when we reopen to the public) or at any location with internet access: <https://www.careersourcetampabay.com/job-seekers/tools-and-resources/>.

**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: <https://edu.gcfglobal.org/en/>

**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. ([www.mySkillsmyFuture.org](http://www.mySkillsmyFuture.org))

- 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](http://www.mySkillsmyFuture.org).

**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.

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:

- [O\\*NET Ability Profiler](#)
- [O\\*NET Interest Profiler](#)
- [O\\*NET Work Importance Locator](#)

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 CareerOneStop. 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.

The O\*NET Career Exploration Tools may be redistributed or used to develop other assessments under a choice of licenses. See the [Career Exploration Tools License](#) page for more information. <https://www.onetcenter.org/tools.html>

## Reemployment Assistance



**General Information-** 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.

**Claimants-** 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.

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>.

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>

Additional Resources:

- <http://www.floridajobs.org/job-seekers-community-services>
- <https://www.careersourcetampabay.com/job-search-101-busqueda-de-trabajo-101/>
- <https://www.myflorida.com/accessflorida/>

Getting Started:

- <https://dcf-access.dcf.state.fl.us/access/scrflhomepage.do?performAction=changeLocale&language=english>
- 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 [www.employflorida.com](http://www.employflorida.com) to view available job openings and to create an automated job search.
- Employ Florida – Florida's official online portal to virtual job-matching services and many other workforce resources.
- 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.

### **WTP**

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 recipients are referred to the WT program and are provided with an assessment of their skills, work history, and employability.

To Apply for Cash Assistance visit the

Department of Children and families website at <https://www.myflorida.com/accessflorida/>



### **SNAP**

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

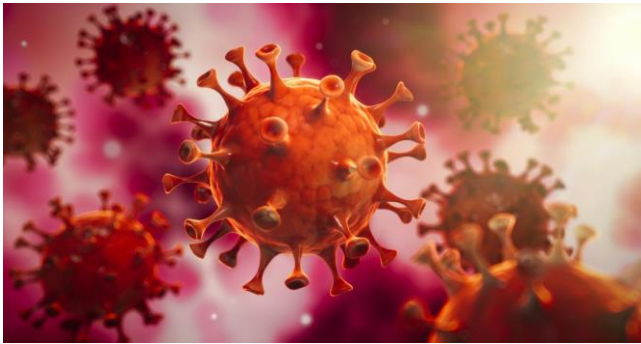
### **RESEA**

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.

#### **RESEA activities include:**

- 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.

**Help for Tampa Bay Businesses**



## Planning Considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff,

(b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
  - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
  - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with the Florida Department of Health (<http://www.floridahealth.gov/>) and the Florida Department of Health in Hillsborough County (<http://hillsborough.floridahealth.gov/>) is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.



## Recommendations for an Infectious Disease Outbreak Response Plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to protect workers from potential exposures to COVID-19 on their website at <https://www.osha.gov/>.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor at <https://www.dol.gov/> and the Equal Employment Opportunity Commission's <https://www.eeoc.gov/> websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per travel guidance on the CDC website.
  - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
  - Consider cancelling large work-related meetings or events.



- Engage with the Florida Department of Health ( <http://www.floridahealth.gov/>) and the Florida Department of Health in Hillsborough County ( <http://hillsborough.floridahealth.gov/>) to confirm channels of communication and methods for dissemination of local outbreak information. When working with your local health department check their available hours.

## Post Job Openings

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/>

## WARN

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 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-notice/warn-notice-procedure-and-instructions>

## LMI

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.

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.

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 (<https://www.careersourcetampabay.com/employers/labor-market/>)

## REACT

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.

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.

Examples of rapid response services provided by the local workforce development boards and their local career center service providers include:

- 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
- 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

**Employers-** 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.



## Upcoming Dates/Events/Meetings

### BOARD MEETINGS See All Board Meetings

**April 16th** - Board Meeting Executive Committee Meeting

**April 30th** - Finance Meeting/Audit Committee Meeting

**May 6th** - Board Meeting Workforce Solutions Meeting

**May 20th** - Board Meeting One-Stop Committee Meeting

**May 21st** - Board Meeting Board of Directors Meeting

**May 28th** - Finance/Audit Committee Meeting

[Visit our website](#)



STAY CONNECTED

