



INTRODUCTION

The following task list was created to assist gym owners in navigating through their gym closures as a result of COVID-19 pandemic. This is by no means an exhaustive list of every action we believe gym owners should take, but rather a summary of our immediate recommendations.

Note: The example gym we used in creating this task list operates in the San Francisco Bay Area, CA and is not pivoting to providing virtual services.

TASK	DESCRIPTION	RESOURCES & LINKS	CHECK
STAY INFORMED ON GLOBAL, FEDERAL, STATE, AND LOCAL DIRECTION	Ensuring you remain up to date on regulations, recommendations, and assistance programs from our Public Health and governmental agencies is critical. Additional information is being provided daily and staying informed will enable you to make informed business decisions each step of the way.	https://www.who.int/ https://www.cdc.gov/ https://www.usa.gov/coronavirus https://www.uschamber.com/coronavirus https://covid19.ca.gov/ https://www.sccgov.org/sites/phd/DiseaseInformation/novel-coronavirus/Pages/home.aspx	<input type="checkbox"/>
RESEARCH SBA (SMALL BUSINESS ASSOCIATION) ASSISTANCE PROGRAMS	As part of the \$2 trillion CARES Act, the SBA is offering to support small business through multiple programs, including the PPP (Paycheck Protection Program), EIDL (Economic Injury Disaster Loans) and Emergency Grants, and Small Business Debt Relief. In particular, the SBA will make forgivable loans of up to \$10 million available to qualifying small businesses under the PPP and can provide up to \$10,000 in immediate grants under the EIDL.	https://www.sbc.senate.gov/public/index.cfm/guide-to-the-cares-act https://www.sba.gov/page/guidance-businesses-employers-plan-respond-coronavirus-disease-2019-covid-19?utm_medium=email&utm_source=govdelivery	<input type="checkbox"/>
STAY UPDATED ON DOL (DEPARTMENT OF LABOR) AND EDD (EMPLOYMENT DEVELOPMENT DEPARTMENT) DIRECTION	The DOL (Department of Labor) and State Employment Departments are providing valuable resources and assistance for employers and their employees. Federal law now permits significant flexibility for states to amend their laws to provide unemployment insurance benefits in multiple scenarios related to COVID-19. In California, employees are eligible for Unemployment Insurance due to reduced work hours or business closure. The Governor's Executive Order also waives the one-week unpaid waiting period, so employees can collect UI benefits for the first week they are out of work.	https://www.dol.gov/coronavirus https://www.edd.ca.gov/about_edd/coronavirus-2019.htm	<input type="checkbox"/>

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<p>CONSULT YOUR ACCOUNTANT AND BANK</p>	<p>Reach out to your accountant for further guidance on assistance programs that you may be eligible for and the potential impacts they may have on your business. Contact your banker to learn of any support the bank may be extending its customers and inquire about their ability to provide SBA loans.</p>	<p>https://recovery.chase.com/contingency-plan https://update.wf.com/coronavirus/state-information/</p>	<input type="checkbox"/>
<p>DEFER YOUR PAYROLL TAXES</p>	<p>The CARES Act allows employers to defer payment of the employer share of payroll taxes owed on wages paid for the period ending 12/31/2020. Such deferred taxes are due in two equal installments on 12/31/2021 and 12/31/2022.</p>	<p>https://www.irs.gov/pub/irs-drop/n-20-22.pdf</p>	<input type="checkbox"/>
<p>DEFER YOUR FEDERAL AND STATE INCOME TAX PAYMENTS</p>	<p>The deadlines to file and pay Federal and State income taxes have been extended to 7/15/2020.</p>	<p>https://www.irs.gov/coronavirus https://www.ftb.ca.gov/about-ftb/newsroom/covid-19/extensions-to-file-pay.html</p>	<input type="checkbox"/>
<p>DEFER YOUR SALES AND USE TAX PAYMENTS</p>	<p>Small business taxpayers in California with less than \$5M in taxable annual sales can take advantage of a 12-month interest-free payment plan for up to \$50,000 of sales and use tax liability.</p>	<p>https://www.cdtfa.ca.gov/ https://www.cdtfa.ca.gov/services/covid19.htm#small-business-payment</p>	<input type="checkbox"/>
<p>CONTACT YOUR LANDLORD OR MORTGAGE LENDER TO UNDERSTAND YOUR OPTIONS</p>	<p>You may be eligible for rent relief, a rent holiday, or a mortgage deferral. You may also have force majeure language in your lease that includes pandemics or restrictive governmental regulations/shutdowns, and therefore, triggers certain action. In Santa Clara County, you may request to defer your April and May rent payments if you can demonstrate through documentation substantial business income loss for example.</p>	<p>https://www.dol.gov/coronavirus https://www.edd.ca.gov/about_edd/coronavirus-2019.htm</p>	<input type="checkbox"/>
<p>PAUSE OR MODIFY ANY INSURANCE POLICY THAT ISN'T RELEVANT</p>	<p>You may need to adjust a policy or be able to discontinue one altogether as a result of your closure.</p>		<input type="checkbox"/>

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<p>TURN OFF ALL AUTO-PAY CREDIT CARDS</p>	<p>Cash flow is a critical component to your ability to reopen the doors. Turning off the automatic "pay in full" option and switching over to making the minimum payment may be necessary to preserve healthy levels of cash.</p>		<input type="checkbox"/>
<p>PAUSE OR REDUCE NON-ESSENTIAL SERVICES:</p> <ul style="list-style-type: none"> CLEANING TOWELS WATER INTERNET/TV TRASH EQUIPMENT MAINTENANCE MISC. DUES/SUBSCRIPTIONS (I.E. MUSIC SERVICE) 	<p>Discontinuing or reducing your non-essential services will assist in freeing up valuable cash. Be sure to pay close attention to any contractual agreements you may be under through the process and understand the lead times to restart any services that may be discontinued completely.</p>		<input type="checkbox"/>

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