

INFORMATION FOR EMPLOYERS

SUPPORT FOR BUSINESSES THROUGH THE CORONAVIRUS JOB RETENTION SCHEME

BEST PRACTICE MEASURES FOR YOUR WINDOW CLEANING BUSINESS.

- Government best practice guidance for social distancing is 2 metres wherever possible
- Restrict number of workers in a van to one, where “reasonably practicable” for the company to do this – Bearing in mind Lone working issues and complying with the regulations – depending on each particular job and the number of vehicles each company has. Obviously where two people have to be in close proximity in a van then all current guidelines and advice should be stringently followed.
- No signatures to be captured. Worker can take a photo of the windows as evidence
- Stagger times when coming to the office with paperwork and leave this in a tray with no contact. Any issues can be discussed over the phone with supervisor.
- No interior commercial /domestic window cleaning
- Ring forward maintenance tasks such as gutter cleaning, maybe offer of small incentive discount to customer.
- Window cleaning businesses could offer a basic sanitising service to some surfaces - eg doors, handrails, car handles and they could leave some sanitisers and phone wipes behind - if you can source them. ...at least it might make you more welcome in some premises especially if wearing suitable PPE.
- Keep 2 metres away from any pedestrians around buildings

FINANCIAL MEASURES YOU CAN TAKE:

- You can furlough excess employees on government 80% scheme
- Apply for £10k grant as we rent a small unit
- Defer VAT for 6 months
- Defer corporation Tax (when the time comes)
- Defer self-assessment tax (when the time comes)
- Defer PAYE for 6 months? (waiting to see if this is confirmed)
- Apply for government backed loan (interest and payment free for 3 months) to help cover wages of directors and committed stock and equipment purchases

Under the Coronavirus Job Retention Scheme, all UK employers will be able to access support to continue paying part of their employees' salary for those employees that would otherwise have been laid off during this crisis.

Eligibility - All UK businesses are eligible. **How to access the scheme** - You will need to:

designate affected employees as 'furloughed workers,' and notify your employees of this change – This would mean that the employee is kept on your payroll, rather than being laid off.

To qualify for this scheme, employees should not undertake work if they are 'furloughed'. **To be classed as 'furloughed' means that the employee must not work from home.** This will allow you to claim a grant of up to 80% of the wage for all employment costs, up to a cap of £2,500 per month.

The employee will remain employed while furloughed. You could choose to fund the differences between this payment and the employee's salary, but you do not have to.

You will need to submit information to HMRC about the employees that have been furloughed and their earnings through a new online portal (HMRC will set out further details on the information required)

- HMRC will reimburse 80% of furloughed workers wage costs, up to a cap of £2,500 per month.
- HMRC are working urgently to set up a system for reimbursement. Existing systems are not set up to facilitate payments to employers.
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- If your business needs short term cash flow support, you may be eligible for a Coronavirus Business Interruption Loan.