

CORONAVIRUS

HOW THIS AFFECTS YOUR BUSINESS

These are very exceptional times, and we are sure that further changes will occur on an almost daily basis for several months to come.

We will do our best to keep you up to date with changes which affect your business, but as you can imagine every business is different so things that affect each business varies. We will be issuing regular newsletter updates about new changes that affect businesses in general, and any other major changes, but you should please check regularly on the government Coronavirus website to pick up changes which affect your business. We are happy for you to contact us for guidance on any matters about which you are unsure.

We attach a document which relates to business changes announced so far by Government, which gives helpful contact numbers and website addresses, and also a document which may be helpful if you have workers who are able to work from home.

The majority of our clients are registered to receive our monthly newsletters (which will now be issued much more regularly during this difficult period) but if you are not receiving them please log on to our website at www.wildin.co.uk and register to start receiving our newsletters. A copy of the latest newsletter is attached, which contains government changes up to the middle of last week. An updated report will be issued shortly which sets out last Friday's announcement of help with the payment of employee wages where they are unable to work due to the coronavirus outbreak. Full details of this are only being published in detail by the Government today.

This is a very difficult time for all of us, but at Wildin & Co we will remain open for business unless ordered to close as part of a Government "Lockdown". Our reception is open, and you can drop in your accounting records as normal, or you can phone us when you arrive and we can collect them at the door. We would appreciate receiving any overdue records as without these our staff will have no work to do, and if you are under financial pressure as a result of this Coronavirus outbreak we can arrange for payment of our fees to be delayed during this period. Wherever possible we are trying to avoid unnecessary physical contact, and so will try to limit our client contact to telephone calls, e mails, or video conferencing, wherever possible, although we have no problem with meeting in person with you if you prefer.

We wish you well, and please keep as safe as possible. If there is anything which you feel we can do to assist you in any way then please do not hesitate to ask.

1. **Business Rates** – Small Business Rate Relief is available for properties with a rateable value of less than £51,000. You can check the rateable value of your property here <https://www.gov.uk/correct-your-business-rates>. If you qualify for this relief you may also be eligible for a £25k cash grant via your local authority.

Additional relief for retail, hospitality and leisure business relief has been extended to provide 100% business rate relief with no rateable value limit for 12 months.

Hardship Relief- ratepayers experiencing financial difficulties may apply to the local authority for hardship relief who have the power to grant a discount or exemption at their discretion.

Please contact your council asap to claim these reliefs a full list of reliefs is available here <https://www.gov.uk/apply-for-business-rate-relief> (contains a link to find your local council details)

2. **Commercial Lending/bank loans** – A new temporary CoronaVirus Interruption Loan Scheme (CBILS) delivered by the British Business Bank will launch in the week commencing 23 March 2020. <https://www.british-business-bank.co.uk/ourpartners/coronavirus-business-interruption-loan-scheme-cbils/>

The government will provide lenders with an 80% guarantee on each loan to give lenders confidence in continuing to provide SME Finance. Loans of up to £5m can be applied for with interest holidays of 6 months.

In addition businesses facing financial difficulties because of Covid-19 will be supported by existing lenders with at least a 3-month mortgage payments holiday please contact your lender to discuss this directly.

3. **Personal lending/loans**- In addition individuals facing financial difficulties because of Covid-19 will be also be supported by existing lenders with at least a 3-month mortgage payment holiday, again contact your lender to arrange.

4. **HMRC time to pay arrangements**- Dedicated phone line to delay payment of VAT and PAYE 0800 0159 559. Feedback has been positive with HMRC extending payment deadlines without resistance.

5. **Employees- Company measures**- Companies with fewer than 250 employees on 28 Feb 2020 will be able to reclaim 2 weeks of SSP related to Corona Virus in full.

Current government advice is to allow home working if possible but not to close the business or send any staff home but this may change. Your employees will therefore either be sick and on SSP or be on full pay (subject to any potential short working contract conditions) either at the business premises or at home.

Employers can force staff to take holiday and pay holiday pay during periods of closure but must give staff twice as much notice as the closure period. E.g 10 days notice for a 5 day closure.

The Employment allowance has been increased from £3,000 to £4,000 and from next month companies will not have to pay employers national insurance contributions on the first £4,000 of their annual bill. (conditions apply Class 1 for prior year < £100K, IR35, sole director etc)

Link to government guidance

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Link to ACAS advice

<https://www.acas.org.uk/coronavirus>

Link to ACAS guidance on short-time working and lay-offs

<https://archive.acas.org.uk/index.aspx?articleid=1639>

6. **Employees- individual measures-** Statutory Sick Pay payments to be introduced from day 1 of sickness. This will apply retrospectively from 13 March 2020 and cover staff who are either unwell or have been instructed to self-isolate.

7. **Business Interruption Insurance-** Please contact your insurer/broker and read your policies. Most business interruption policies have a list of diseases covered and as a new virus Corona Virus is not listed. The government is pushing for insurers to pay where cover against diseases is included, the ABI is sticking to strict wording and at the moment appears to say claims will only be valid if businesses are forced to close and they have cover for any infectious disease, which will be rare. <https://www.abi.org.uk/news/news-articles/2020/03/statement-on-business-insurance-and-coronavirus/>

Home Working Points during the COVID-19 Disruption


INTRODUCTION	
<p>General Statement</p>	<p>MEMBER/CLIENT/NAME is committed to following Government Guidelines on how to assist in the curtailment of the spread of Corona Virus.</p> <p>For that purpose we are committed to attempting to enable people to work from home. In this period of extreme disruption due to COVID-19, where it is feasible for people to work from home, we will be actively supporting that position in accordance with government guidance. For most staff we believe it is possible to meet the needs of clients, the business and the employee.</p> <p>Whilst homeworking is currently being dictated to COVID-19 demands, it is not expected to be a continuing policy. The main place of work for each employee remains the office. As soon as advice allows, working from the office should be resumed as far as possible.</p>
<p>How an employee can commence home working</p>	<p>If you consider that you can work from home in this disrupted period then we suggest you should outline to your line manager a brief summary of how that would work, including the following:</p> <ul style="list-style-type: none"> - How you will remain contactable in the day. Our preference is a combination of phone, MS Teams and email. - Confirm you will download the MS Teams App to your PC. Ideally this App will also be installed on your mobile phone, so that you can join calls using your mobile as well as a PC. The Office 365 App can be downloaded from the usual app download areas and you sign in with your normal Office 365 account. - How any supervision of team or liaison with other team members or clients will be carried out - Discuss with your manager any changes to how day to day work may have to be delivered. - Outline how client confidentiality will be maintained whilst working from home – eg minimal paperwork kept at home, that it's kept secure when not working, etc. - Outline the physical arrangements at home for quiet and work - Confirm you have considered the health and safety aspects of working from home.
<p>Is the role suitable for homeworking?</p>	<p>We believe it is possible for most fee earning roles to be undertaken whilst working from home – at least during this extraordinary period.</p> <p>There are some roles however where we believe home working may not yet be possible – notably for some of the support function roles. We will develop a plan for these areas in the coming days, but it may be that these roles are still performed from the normal office site.</p>
<p>Is the home suitable?</p>	<p>Homeworkers need a safe and reasonable space, security and privacy in which to work, and for office-type tasks an internet connection able to support work systems.</p> <p>Although these are emergency measures, we do still ask that you think about the health and safety issues of working from home. Please consider ventilation, temperature, lighting, space, chair, desk and computer</p>

	<p>positioning. Also, ensure you take regular breaks from the screen and your chair.</p>
<p>OTHER IMPORTANT PRACTICALITIES</p>	
<p>Setting up the employee to work from home</p>	<p>Although the offices are not closed, it is perhaps foreseeable that access to the offices will become restricted in the future, so please have a think about what equipment, files, data cards etc are needed before you start working from home.</p> <p>Please divert your office phone to a suitable number (e.g. a mobile or your home) – see the instructions that follow this guidance.</p>
<p>Security including information</p>	<p>Please take personal responsibility when working from home about how you store and transmit documents and information.</p> <p>We are informed that the level of cyber-security attacks has already increased. Please maintain a heightened level of awareness.</p> <p>As far as possible we would like people to use MEMBER/CLIENT/NAME computer equipment when working from home as we will then know that the PC has up to date security protections. Working should only be via Hosted with documents stored safely in our Cloud storage.</p> <p>However, in this emergency situation, for those that don't have portable MEMBER/CLIENT/NAME equipment such as a laptop, then working from home may still be possible, but we ask that appropriate security steps are in place (e.g. anti-virus software). (If you are unsure, please contact INSERT NAME. . At no point should work documents be stored on personal computers C:\ drive or USB stick drive.</p>

Graham Wildin

From: Wildin & Co <wildinaccountants-co-uk@a2ts.co.uk>
Sent: 19 March 2020 09:26
To: Wildin Office
Subject: COVID-19: measures for UK businesses

If you are having trouble viewing this email then [click here](#) for the online version



With the recent government announcements regarding COVID-19, we understand that you require the latest information in order to make sound business decisions. Our website includes information on the package of temporary, targeted measures to support businesses through this period of disruption caused by COVID-19. The package includes:

- extended access to Statutory Sick Pay
- Business Rate Relief for small businesses and pubs
- grant funding of £10,000 for small firms in receipt of Small Business Rate Relief (SBRR) and Rural Rates Relief
- a temporary Coronavirus Business Interruption Loan Scheme to support businesses in accessing bank lending and overdrafts
- expanded access to HMRC's Time to Pay scheme.

More information on these measures can be found on our [website](#).

We understand that this is an ever-changing situation, and we will endeavour to keep you up to date on the latest announcements.

The latest government guidance can be found by accessing the [GOV.UK](#) coronavirus webpage.

IN THE NEWS

View our COVID-19 update

Chancellor Rishi Sunak has set out a package of temporary, targeted measures to support public services, people and businesses through the period of disruption caused by COVID-19.

[Click here for the full story](#)

Economists warn of global coronavirus recession

The coronavirus pandemic will cause a global recession as action from governments around the world fails to halt sliding stock markets, warn economists at Barclays.

[Click here for the full story](#)

www.wildinaccountants.co.uk

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WILDIN & CO REMAIN OPEN FOR BUSINESS

WE HAVE PUT IN PLACE THE FOLLOWING CHANGES TO
COPE WITH THE CHALLENGES CAUSED BY CORONAVIRUS:

1. WE HAVE SENT HOME ALL STAFF WHO COME WITHIN
THE CATEGORY OF SPECIAL RISK.
2. WE HAVE RECONFIGURED OUR OFFICE LAYOUT TO
PROVIDE GREATER DISTANCE BETWEEN STAFF, WITH
LESS PEOPLE WORKING IN ROOMS.
3. WE HAVE INSTIGATED A STRICT HANDWASHING
REGIME.
4. WE HAVE INTRODUCED NEW PROCEDURES FOR
CLIENTS VISITING OUR OFFICES OR DROPPING OFF
ACCOUNTING RECORDS OR DOCUMENTS.

5. THE NORMAL FLEXIBLE TIME WORKING HAS BEEN
WIDENED TO COVER WEEKEND AND “OUT OF
HOURS” WORKING.

6. WE ARE CONDUCTING WORK BY TELEPHONE, E MAIL,
AND VIDEO CONFERENCING WHERE POSSIBLE TO
AVOID PHYSICAL CONTACT.

CORONAVIRUS – NOTICE TO CLIENTS

WE ARE OPEN SO PLEASE COME IN

TO KEEP STAFF AND YOURSELF AS SAFE AS POSSIBLE WE ARE PUTTING IN PLACE THE FOLLOWING PROCEDURES.

1. WE ARE TRYING TO KEEP A SAFE DISTANCE OF UP TO TWO METRES AS PART OF SOCIAL DISTANCING.
2. WE ARE SUSPENDING THE CUSTOMARY HAND SHAKING.
3. WE HAVE HAND SANITIZER ON RECEPTION WHICH YOU ARE WELCOME TO USE WHEN YOU ENTER AND LEAVE THE BUILDING.

SHOULD YOU PREFER NOT TO ENTER THE
BUILDING PLEASE PHONE 01594 842520
AND ANYTHING WHICH YOU WISH TO
LEAVE CAN BE PICKED UP FROM THE
DOORWAY WITHOUT ANY PHYSICAL
CONTACT.

THANK YOU FOR YOUR UNDERSTANDING

PLEASE KEEP SAFE