**How to prepare and manage your business for the impact of the coronavirus**

Last Updated: Tuesday 18 March

On 17 March the Chancellor announced a range of measures to support businesses as they deal with the impact of coronavirus. More information on this will be added to this site shortly.

**Please do not call to request more information at this stage**, as call volumes are exceptionally high leading to high wait time and **our call handling team have no further information at present.** Thank you for your understanding.

**Your personal health**

If you are concerned about your health or that of a friend or relative, [NHS Inform](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsinform.scot%2Fcoronavirus&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162832983&sdata=wk2YeJSiOmVfJXCiznE3bggkryCGNamCGsKqFOyDVz0%3D&reserved=0) has information and advice.

**Advice for the care sector**

You can [download this guide](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffindbusinesssupport.gov.scot%2Fmedia%2F1075%2Ffaqs-care-sector-17-march.docx&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162832983&sdata=353qlrJP%2FuMjNyfDe9KiJRwd1g4IQhcFaIuVdUxrjlk%3D&reserved=0) (Word document, 22KB) that lists Care Inspectorate regulations and advice on identifying alternative UK suppliers of hygiene products.

**Business rates and funding**

The [Small Business Bonus Scheme](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mygov.scot%2Fnon-domestic-rates-relief%2Fsmall-business-bonus-scheme&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162842987&sdata=ijQV8ntTqVolnJzTPb8cAf5psVVU8fGQbQIPJAm44Wk%3D&reserved=0) provides relief to businesses with properties in Scotland of which the combined rateable value is £18,000 or less.

In addition, where the cumulative rateable value of business properties falls between £18,000 and £35,000, the scheme will offer 25% relief to individual properties with a rateable value £18,000 or under.

**The 2020 Budget - measures to provide support for businesses affected by COVID-19**

The Chancellor has set out a package of [temporary, targeted measures](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fsupport-for-those-affected-by-covid-19%2Fsupport-for-those-affected-by-covid-19&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162842987&sdata=U4ifkBwp8Py%2F4F%2FeNR8%2B0g3lkpJY36lOF9%2FV%2F0yjRJQ%3D&reserved=0) to support public services, people and businesses through this period of disruption.

Details on how this will affect Scottish businesses will be released in the coming weeks.

**Sources of finance**

Business Gateway can [connect businesses with funding](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bgateway.com%2Fresources%2Ffinance&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162852992&sdata=fXpQQYBoVYXkL9Te2pl9J8nxpLuz0XWJ96YCSFKkgZc%3D&reserved=0), help you get ‘lender-ready’ and advise you how on to manage cash flow, taxes and more.

**HMRC**

All businesses and self-employed people in financial distress, and with outstanding tax liabilities, [may be eligible to receive support](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fdifficulties-paying-hmrc&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162863000&sdata=cNf9FYwRaFmPrmsWDtp11WqNEmWVQzbs3ewOJTednhY%3D&reserved=0) with their tax affairs through HMRC.

These arrangements are agreed on a case-by-case basis and are tailored to individual circumstances and liabilities.

If you are concerned about being able to pay your tax due to COVID-19, call HMRC’s dedicated helpline on [0800 015 9559](tel:08000159559). Lines are open from Monday to Friday, 8am to 8pm and on Saturday, 8am to 4pm.

**Guidance for employers and businesses available on**[**gov.uk**](https://eur04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgov.uk%2F&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162863000&sdata=3af16d%2FOuvLSO7AhnJo90wPA77dlxhHz0sECwy83IH8%3D&reserved=0)

This [guidance for businesses](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fguidance-to-employers-and-businesses-about-covid-19%2Fguidance-for-employers-and-businesses-on-covid-19&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162873008&sdata=pGIDPgbEBUBT6jnKE6IfThfl0%2FltfcIRdrt5MzUP5mg%3D&reserved=0) from the UK Government covers the following topics:

         the coronavirus, COVID-19

         how to help prevent spread of all respiratory infections including COVID-19

         what to do if someone suspected, or confirmed, to have COVID-19 has been in a workplace setting

         what advice to give to individuals who have travelled to specific areas

         advice for the certification of absence from work resulting from Covid-19

**Employment advice**

Acas can give you free, impartial advice on [workplace rights, rules and best practice](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.acas.org.uk%2Fcoronavirus&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162873008&sdata=ISCtrN8wtW4dJhcw2J%2F15MaFIEcvc3Cc3FypxeduUV8%3D&reserved=0).

The usual [sick leave and pay entitlements](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.acas.org.uk%2Fchecking-sick-pay%2Fstatutory-sick-pay-ssp&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162883017&sdata=M6T2vicCDei90rAqKPNxdR5N3LXaSnjWi%2Ff%2BLAESW00%3D&reserved=0) apply if you or an employee has coronavirus.

By law, anyone classed as an employee has the right to [take time off work to help someone](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.acas.org.uk%2Fabsence-from-work%23dependants&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162893025&sdata=2BmsIx6OQiQ%2F3tBYx4%2Fi7gzWMYSVGGw51NLRhqFA2rI%3D&reserved=0) who depends on them (a 'dependant') in an unexpected event.

**Business continuity**

You can [download a checklist (Word document, 33KB)](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffindbusinesssupport.gov.scot%2Fmedia%2F1073%2Fcovid-19-checklist-for-businesses-100320.docx&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162893025&sdata=xMBJkSUdRIBTK19ZAqV21GhK1ON2cYqr0qXE19g6R8s%3D&reserved=0) created by Scottish Enterprise, which explains the steps you should be taking to prepare for potential disruption.

Scottish Enterprise can also help you get started with [supply chain mapping](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scottish-enterprise.com%2Flearning-zone%2Fbusiness-guides%2Fcomponents-folder%2Fbusiness-guides-listing%2Fsupply-chain-support&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162903033&sdata=B1OooBIVuddeCKfIfamxBoTRA5EU9ptwESc7HPXJTw0%3D&reserved=0), which can help when there is a [problem with the supply chain](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scottish-enterprise.com%2Flearning-zone%2Fbusiness-guides%2Fcomponents-folder%2Fbusiness-guides-listing%2Fhelp-for-businesses-affected-by-a-collapse-in-the-supply-chain&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162903033&sdata=hx5eCCAU52l2PdUOIVohnbdDjZsGmvu51RRbQ7o7Ak0%3D&reserved=0).

Business Gateway has advice on [business continuity planning](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bgateway.com%2Fresources%2Frisk-management-and-business-continuity-planning&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162913046&sdata=HSRQ4Rig5d6DxKbzcqhA8eGb%2BgjXuMdbgpIW0MFpHMY%3D&reserved=0) which can help you minimise potential impact and you can watch a free webinar on [business contingency planning](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DeLd1bG8SOC4&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162913046&sdata=1PEKKo%2BYSVOg11n%2Bz0pxWkVaeECCbrOy%2BK6Plgcm0Aw%3D&reserved=0).

They also have an [action list for businesses](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bgateway.com%2Fresources%2Factions-for-businesses-to-consider-during-the-current-coronavirus-pandemic&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162923050&sdata=PJ1TC%2FNJj%2FMYt7NUTkc4Y7IWtXRzHzayzcLZyXAmuSk%3D&reserved=0) to consider during the current pandemic.

The UK Government also has advice on [business continuity management](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fresilience-in-society-infrastructure-communities-and-businesses%23business-continuity&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162933067&sdata=3ZtOqoLsai062ElwuDDrkTMEBuc8IvRs87qMluM2lT0%3D&reserved=0) and have a toolkit to help you identify all the issues you need to consider.

**Guidance for employers and businesses available from Business Gateway**

Business Gateway has lots of advice on digital development, working from home and more. You can:

         listen to their [podcast series](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fanchor.fm%2Fdigitalboost-bites&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162933067&sdata=RD%2BL%2BuIDqVLzKw4kMu2ywI6auYY5tjpiX9rjizMuT1M%3D&reserved=0) on all things digital including using social media for business and selling online

         watch [free online tutorials](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bgateway.com%2Fonline-tutorials&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162943075&sdata=mEUJ%2FIRewOgreVQIiB9nb0SAXfmFaRpt9fThhWgrSi4%3D&reserved=0) on a wide range of business topics, without having to leave your home

         read their online guide to [flexible and home working](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bgateway.com%2Fresources%2Fflexible-and-home-working&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162943075&sdata=XM%2FdLSukrrdZZMG5bh%2BDk2BHjpgY8uMam0ihJ94Pidk%3D&reserved=0)

         find your [local Business Gateway office](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bgateway.com%2Flocal-offices&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162953079&sdata=s87nt6SmI0boUaGzrQZvaXTfyJc3q1DOGGnWLjhUncQ%3D&reserved=0) for free advice and support

**Travelling abroad**

For information on how to [stay safe and healthy abroad](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fitfortravel.nhs.uk%2Fadvice%2Fdisease-prevention-advice%2Fcoronavirus-disease-covid-19&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162953079&sdata=DiKOF4jkcKtGS9x0L0q8qtGl0NqNJTLuNjjTwi3uxk4%3D&reserved=0), Fitfortravel has good advice - before, during and after you travel.

The UK Government also has guidance for [British people travelling and living overseas](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Ftravel-advice-novel-coronavirus&data=02%7C01%7C%7C79414b569de640ec611408d7cb2d2b0d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637201267162963083&sdata=Jpz2TiCu3N5RaXYbLQaiYt84F3Ft7A4N%2F997hxumGTM%3D&reserved=0) during the outbreak.