

Written 12 May 2020

C19 BUSINESS NEWS UPDATE

CORONAVIRUS JOB RETENTION SCHEME – UPDATE FOR EMPLOYERS

HMRC have issued updated their guidance when you submit a CJRS claim.

Save and return option now added

HMRC have added a 'save and return' option. This means that you can now return to a partially completed claim, rather than having to do it all in one go.

Avoiding common mistakes

When you make a claim through CJRS, you should receive the funds within six working days after you apply, provided your claim matches records that HMRC hold for your PAYE scheme.

Making sure that you submit your claim correctly will reduce the chance of any delayed or wrong payments.

These steps should help keep the process as straight forward as possible:

- read the guidance before you apply, to find this go to GOV.UK and search for 'Coronavirus Job Retention Scheme', there is a step-by-step guide to applying and a calculator
- check your employees are eligible, by looking at the guidance on GOV.UK
- check your calculations each time you submit a claim, in case any details have changed
- only submit one claim per pay period – you cannot submit another claim for overlapping periods; this means that in each claim you should include all furloughed employees paid during that period
- if you have missing National Insurance numbers for employees, do try and find them so it doesn't delay your claim; if an employee doesn't have a National Insurance number yet, you should contact HMRC in order to complete your claim; go to GOV.UK and search for 'get help with the Coronavirus Job Retention Scheme' to find out how to contact us
- double check all the information in the claim before you submit it, including your bank details.

If you make an error on a claim:

We understand that sometimes you might make an error in your claim, and HMRC are working on a process to enable you to amend a claim. In the meantime, please do not amend your next claim to reflect any errors that you may have made in a previous one, as this could delay payment. If HMRC spot an error then, where possible, they will contact you or your agent (us if we are filing your claim) to correct the claim.

NEW GUIDANCE LAUNCHED TO HELP GET US SAFELY BACK TO WORK

The Government has published guidance for employers to help them get their businesses back up and running and workplaces operating safely.

New 'COVID-19 secure' guidelines are available to UK employers to help them get their businesses back up and running and workplaces operating as safely as possible.

The government has consulted approximately 250 stakeholders in preparing the guidance. It has been developed with input from firms, unions, industry bodies and the devolved administrations in Northern Ireland, Scotland and Wales and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE), to develop best practice on the safest ways of working across the economy, providing people with the confidence they need to return to work.

The new guidance covers 8 workplace settings which can be open, from outdoor environments and construction sites to factories and takeaways.

See: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

5 Key Points

This sets out practical steps for businesses focused on 5 key points, which should be implemented as soon as it is practical:

1. Work from home, if you can

All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, the message is clear: you should go to work. Staff should speak to their employer about when their workplace will open.

2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions

This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so.

3. Maintain 2 metres social distancing, wherever possible

Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and

exits, or changing seating layouts in break rooms.

4. Where people cannot be 2 metres apart, manage transmission risk

Employers should investigate putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other.

5. Reinforcing cleaning processes

Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points.

A downloadable notice is included in the documents, which employers should display in their workplaces to show their employees, customers, and other visitors to their workplace, that they have followed this guidance.

You will find this notice on each individual section below.



Staying COVID-19 Secure in 2020
We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

The guidance covers:

[Construction and other outdoor work](#)

Guidance for people who work in or run outdoor working environments.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-110520.pdf>

- Poster:
<https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure.pdf>

Factories, plants and warehouses

Guidance for people who work in or run factories, plants and warehouses.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>
- Poster:
<https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf>

Labs and research facilities

Guidance for people who work in or run indoor labs and research facilities and similar environments.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb9752086650c2799a57ac5/working-safely-during-covid-19-labs-research-facilities-110520.pdf>
- Poster:
<https://assets.publishing.service.gov.uk/media/5eb9745a86650c2794d7501c/staying-covid-19-secure.pdf>

Offices and contact centres

Guidance for people who work in or run offices, contact centres and similar indoor environments.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>
- Poster:
<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

Other people's homes

Guidance for people working in, visiting or delivering to other people's homes.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-110520.pdf>
- Poster:
<https://assets.publishing.service.gov.uk/media/5eb966c8d3bf7f5d3e24afb7/staying-covid-19-secure.pdf>

Restaurants offering takeaway or delivery

Guidance for people who work in or run restaurants offering takeaway or delivery services.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-takeaway-delivery-110520.pdf>

- Poster:
<https://assets.publishing.service.gov.uk/media/5eb96e36d3bf7f5d4043931f/staying-covid-19-secure.pdf>

Shops and branches

Guidance for people who work in or run shops, branches, stores or similar environments.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb9703de90e07082fa57ce0/working-safely-during-covid-19-shops-branches-110520.pdf>
- Poster:
<https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf>

Vehicles

Guidance for people who work in or from vehicles.

Including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces etc.

- Guidance:
<https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-110520.pdf>
- Poster:
<https://assets.publishing.service.gov.uk/media/5eb96c67e90e07083cd8a46b/staying-covid-19-secure.pdf>

HEALTH AND WELLBEING OF THE ADULT SOCIAL CARE WORKFORCE

The Government has issued advice for those working in adult social care on managing your mental health and how employers can take care of the wellbeing of their staff during the coronavirus outbreak.

See: https://www.gov.uk/government/publications/coronavirus-covid-19-health-and-wellbeing-of-the-adult-social-care-workforce?utm_source=d49d25b1-8b6d-4079-a9be-a21c447364a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate