

Members. We are here to support you.



Closing Your Premises

If you are closing your premises, here are some things you may wish to consider. This is not designed to be exhaustive but is based on questions that we have had from members to date and some legal matters we have explored.

1. Please note that all current employment law practices are in force. You can take a number of measures: layoffs, furlough or redundancies but you must carry out these processes in line with your employment contracts and consult your employees to reach agreement. We recommend you have a closure plan in place outlining the key roles (if there are any that you wish to keep in place). Please note that if you Furlough or Layoff staff, they will not be able to work AT ALL.

You can take staff off layoff and furlough if you require them. Details on Government support via the Coronavirus Job Retention Scheme are not available as yet. However, if you furlough staff you will have to pay them at least 80% of their wages and then claim this back. You will need to ensure that you have the funds to do this.

Early indications suggest that monies will be paid at the end of April but there is no guarantee on this. Make sure you have a current and up to date list of all employees and next of kin at this time.

One important thing to note that if any of your staff members fall into a vulnerable group, you should treat them as a priority for furloughing if this is a course of action that you are considering.
2. Check with your insurance in relation to closure and what measures, particularly security, that you will need to have in place to ensure your building is covered.
3. Complete a stock take in your bar(s) and function areas and secure any product that is left in stock. Please note that some suppliers are taking stock back. You may wish to deep clean this area.
4. Complete a stock take in your kitchen and secure any product that is left in stock and remove any perishable items. Please note that some suppliers are taking stock back. You may wish to deep clean this area.
5. Secure your bedrooms and ensure that all appliances are off.
6. Update your website and social media with your plan. eg. In light of the current Covid-19 situation, the hotel is closing until the XXX. We will review this position with further details on our website. Any guests with booking should contact the hotel via email on xxxxx (or if you have a phone number you can include this).
7. Finally, you should have a brief re-opening plan which will allow you to rationalise and explain your actions, particularly towards staff.