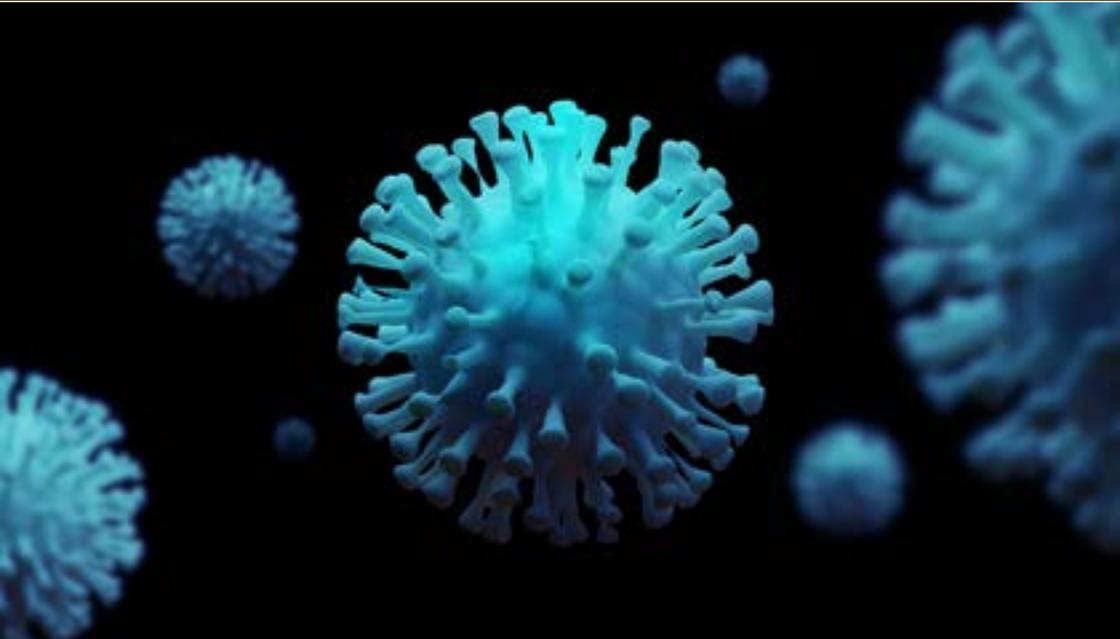




The Garage Guide to

Working During COVID-19

**An essential guide to help your business deal with
the effects of the global coronavirus pandemic**



Contents

Introduction	3
Restrictions and Lockdowns	4
Guidance For England	5
Guidance For Wales	6
Guidance For Scotland	7
Guidance For Northern Ireland	8
NHS Test and Trace	9
Face Coverings	10
Reopening Your Garage	11
MOT Station Guidance	12
Business and Employment Guidance	13
General Support	13
Tax and VAT	13
Grants and Loans	14
Personnel	15
Policies and Procedures	16
Utilities	16
Furlough/Coronavirus Job Retention Scheme (CJRS)	17
Furlough/Coronavirus Job Retention Scheme (Continued)	18
Apprenticeships	19

Healthcare Guidance	<u>20</u>
Business Rate Relief	<u>21</u>
Car Sales	<u>22</u>
Health & Safety	<u>23</u>
COVID-19 Related Scams	<u>24</u>



Please note all COVID-19 guidance is subject to frequent updates. This guide is designed to assist you with sourcing information relevant to your business during the coronavirus pandemic; however it is always worth checking official sources regularly for the latest information.

Introduction

The IGA has curated COVID-19 information and links in an easy-to-read format to help garages access the resources they need at the touch of a button.

Each reference within this guide has been cited with a source to provide further clarity—and where possible, official Government information has been used, including that for the individual nations that constitute the UK.

This guide will be updated on a regular basis to ensure garages are receiving the most up-to-date information possible. If you would like the guide to include details on a specific topic not yet mentioned please let us know via the contact information below.

To take further steps in ensuring your garage legally adheres to COVID-secure guidelines, you can book an IGA COVID-19 Compliance Audit as a benefit of membership. You could face fines of up to £10,000 for non-compliance, so book your site visit today.

Once your audit has been completed and you have met the guidelines you will receive a poster of compliance to show that your garage is COVID-secure, reassuring you, your staff and your customers that your business premises are safe.

If you need further assistance you will find additional resources linked throughout this guide. For queries, or to book a COVID-19 Compliance Audit, can contact us via the IGA Direct Member Helpline, **01788 225 908** or via enquiries@rmif.co.uk.

Restrictions and Lockdowns

The RMI Legal Team has produced guidance about the rules remaining in place as the UK eases restrictions, along with answers to the most common questions asked by members.

- [Unlocking and Freedom Day Guidance](#) – RMI Legal Team



Guidance for England

[Click here](#) to find the latest COVID-19 updates and advice on the Gov.uk website. Sign up to receive email alerts when the Government publishes or changes COVID-19 guidance [here](#).

- [Prime Minister confirms move to step 4 on Monday 19 July](#) – gov.uk
- [Coronavirus: how to stay safe and prevent the spread from 19 July](#) – gov.uk
- [Update on the pandemic and roadmap to freedom](#) – gov.uk
- [Self-isolation to be eased for fully vaccinated adults in step 4](#) - gov.uk
- [Prime Minister sets out plan to ease restrictions at step 4](#) – gov.uk press release
- [Further easing of COVID restrictions confirmed for 17th Ma](#) – gov.uk
- [Check if you're eligible for the Coronavirus Local Restrictions Support Grant](#) – gov.uk
- [Prime Minister sets out roadmap to cautiously ease lockdown](#) – gov.uk
- [Advice note - England Lockdown](#) – RMI Legal Team
- [National restrictions: Financial support for jobs and businesses](#) – gov.uk
- [Ministers announce new grants of up to £1,500 every three weeks for businesses affected by local lockdowns](#) – gov.uk

Guidance for Wales

Where specific guidance for Welsh residents and businesses has been provided by official sources, we have listed the details below.

- [Coronavirus in Wales](#) – gov.wales
- [Current restrictions](#) – gov.wales
- [Current restrictions: frequently asked questions](#) – gov.wales
- [Safety and physical distancing signs for employers](#) – gov.wales
- [Wales moves fully into alert level 1](#) – gov.wales

Guidance for Scotland

Where specific guidance for Scottish residents and businesses has been provided by official sources, we have listed the details below.

- [Coronavirus in Scotland](#) – gov.scot
- [UK Government Support for Businesses in Scotland - March 2021](#) – gov.uk
- [Coronavirus \(COVID19\) information for individuals and businesses in Scotland](#) – gov.scot
- [Coronavirus \(COVID-19\): guidance on travel and transport](#) – gov.scot
- [Coronavirus \(COVID-19\): protection levels:what you can do](#) – gov.scot
- [Coronavirus \(COVID-19\): retail sector guidance](#) – gov.scot
- [New steps out of lockdown](#) – gov.scot
- [Gradually easing lockdown restrictions](#) – gov.scot
- [Advice Note - Scotland Lockdown Click and Collect Restrictions](#) – RMI Legal Team
- [Advice Note - Scotland Lockdown](#) – RMI Legal Team
- [Postcode checker for COVID restrictions by protection level \(Scotland\)](#) – gov.scot
- [Scottish tiers guidance](#) – RMI Legal Team

Guidance for Northern Ireland

Where specific guidance for Northern Irish residents and businesses has been provided by official sources, we have listed the details below.

- [Coronavirus in Northern Ireland](https://nidirect.gov.uk/coronavirus-northern-ireland) – nidirect.gov.uk
- [The Executives pathway out of restrictions](https://nidirect.gov.uk/the-executives-pathway-out-of-restrictions) – nidirect.gov.uk
- [Coronavirus \(COVID-19\) regulations guidance: what the restrictions mean for you](https://nidirect.gov.uk/coronavirus-covid-19-regulations-guidance-what-the-restrictions-mean-for-you) – nidirect.gov.uk
- [Coronavirus \(COVID19\): a guide to restrictions](https://nidirect.gov.uk/coronavirus-covid-19-a-guide-to-restrictions) – nidirect.gov.uk
- [Coronavirus \(COVID-19\) information posters](https://nidirect.gov.uk/coronavirus-covid-19-information-posters) – nidirect.gov.uk
- [Coronavirus: Guide to providing contactless click-and-collect from 8 March](https://nibusinessinfo.co.uk/coronavirus-guide-to-providing-contactless-click-and-collect-from-8-march) – nibusinessinfo.co.uk
- [Coronavirus: Localised Restrictions Support Scheme](https://nibusinessinfo.co.uk/coronavirus-localised-restrictions-support-scheme) – nibusinessinfo.co.uk

NHS Test and Trace

The Test and Trace service has been designed to help UK residents identify, contain and control coronavirus, reduce the spread of the virus and save lives. This section contains information on what you need to do as a business in regard to the service and what Test and Trace support is available.

While independent garages are not required by law to display an NHS Test and Trace QR code at their premises, it is good practice to do so.

- [Create a coronavirus NHS QR code for your venue](#) – gov.uk
- [If you're told to self-isolate by NHS Test & Trace or the NHS COVID-19 app](#) – NHS
- [NHS Test and Trace in the workplace](#) – gov.uk
- [Face masks, Covid Secure and NHS Track & Trace QR Codes](#) – RMI Legal Team
- [NHS Test and Trace: how it works](#) – gov.uk
- [Test and Trace Support Payment scheme: claiming financial support](#) – gov.uk
- [Claiming financial support under the Test and Trace Support Payment scheme](#) – gov.uk
- [Policy Paper: Exemption from National Insurance contributions for COVID-19 Test and Trace Support Payments](#) – gov.uk

Face Coverings

There are some places where you must wear a face covering by law. This information will help you understand when a mandatory face covering is required, and how to make one if needed.

- [Face coverings: when to wear one, exemptions, and how to make your own](#) – gov.uk
- [Face covering legal requirements Q&A](#) – RMI Legal Team
- [Face coverings update](#) – RMI Legal Team
- [Face covering to be mandatory in shops, supermarkets, shopping centres and enclosed transport hubs from 24 July](#) – gov.uk news story



Reopening Your Garage

Although garages are able to remain open as an essential service during UK national lockdowns, some businesses may elect to close. This guidance is beneficial for garages in the process of re-opening, or those looking to update their COVID-secure materials.

- [New 'We Offer Testing to our Staff' scheme launched](#) – gov.uk
- [Helping motorists to remember their MOTs this year](#) – gov.uk
- [Updated Beat The Rush toolkit](#) – DVSA
- [COVID-19: Re-starting your business - guidance for motor traders](#) – Allianz
- [Post-lockdown tips for garages](#) – IGA
- [Social distancing stickers, signs, sneeze guards and hand sanitiser stations](#) – RMI Webshop
- [COVID-19 practical steps for your independent garage poster](#) – IGA



MOT Station Guidance

The UK government has provided specific guidance for MOT stations operating throughout the pandemic. This section includes updates from the DVSA, DfT and AVRO, and information from the Gov.uk website. It also includes an essential travel letter template from the RMI Legal Team.

- [MOT Testing in England- what lockdown means for MOT garages](#) – DVSA
- [MOT special notice 3-20: disciplinary process, emissions records and annual assessments](#) – gov.uk
- [3-month grace period to install connected equipment returns](#) – DVSA
- [Face masks, Covid Secure and NHS Track and Trace QR Codes](#) – RMI Legal Team
- [Expired driving licences automatically extended by 11 months](#) – gov.uk
- [Coronavirus: MOT's for HGVs, buses and trailers](#) - gov.uk
- [Northern Ireland: Vehicle testing resuming for more categories of vehicles from 1 September](#) – nidirect.gov.uk
- [Mandatory MOT testing to be reintroduced from 1 August](#) – gov.uk
- [Coronavirus: MOTs due from 30 March](#) – gov.uk
- [DVSA call centre closed - alternative contact information](#) – IGA
- [Temporarily closing your MOT station guidance](#) – IGA
- [Q&A concerning police enforcement of travel and retail restrictions due to COVID 19](#) – IGA
- [Further clarification on six-month MOT extension](#) – IGA
- [COVID-19 Update and MOTs](#) – DVSA
- [MOT extension FAQ](#) – DVSA
- [Letter template - Essential travel required](#) – RMI Legal Team

Business and Employment Guidance

A range of articles and support pages have been created to help businesses understand what provisions are available to them during the pandemic. We have categorised this information to help break down the resources by support type.

General Support

- [Find coronavirus financial support for your business](#) - gov.uk
- [Financial support available for businesses during coronavirus](#) – gov.uk
- [Help and support if your business is affected by coronavirus \(videos and webinars\)](#) - gov.uk
- [Eviction protection extended to businesses most in need](#) - gov.uk news story
- [Rishi's Plan for Jobs will help Britain bounce back](#) – gov.uk news story
- [Coronavirus: Advice for employers and employees](#) - ACAS
- [Advice Note - Distance Selling](#) - RMI Legal Team
- [Budget 2021: What you need to know](#) - gov.uk
- [New COVID-19 support schemes announced](#) - HMRC

Tax and VAT

- [Pay VAT deferred due to coronavirus \(COVID-19\)](#) – gov.uk
- [Self Assessment customers use online tax payment plans to help spread the cost](#) – gov.uk press release
- [If you cannot pay your tax bill on time](#) – gov.uk
- [COVID-19 Tax on Grants and Deferred VAT Payments](#) - RMI Legal Team
- [Deferral of VAT payments as a result of COVID-19](#) - HMRC

Business and Employment Guidance (continued)

Grants and Loans

- [Recovery Loan Scheme](#) – gov.uk
- [FAQs for small businesses: Bounce Back Loan Scheme](#) – British Business Bank
- [Top-up to local business grant funds scheme](#) – gov.uk news story
- [£20 million in new grants to boost recovery of small businesses](#) – gov.uk
- [Coronavirus Business Interruption Loan Scheme \(CBILS\) FAQs for SMEs](#) – British Business Bank
- [Kickstart scheme guidance collection](#) – gov.uk
- [Claim a grant through the Self-Employment Income Support Scheme \(SEISS\)](#) – gov.uk
- [Check if you need to change your Self Assessment return for work SEISS](#) – gov.uk
- [Check if you're eligible for the Additional Restrictions Grant](#) – gov.uk
- [Further support for commercial and residential tenants](#) – gov.uk news story
- [Coronavirus and claiming benefit](#) – Universal Credit
- [Super-deduction for qualifying plant and machinery assets](#) – gov.uk
- [Budget 2021: What you need to know](#) – gov.uk
- [£4.6 billion in new lockdown grants to support businesses and protect jobs](#) – gov.uk
- [New COVID-19 support schemes announced](#) – HMRC

Business and Employment Guidance (continued)

Personnel

- [Check if you can claim back Statutory Sick Pay paid to employees due to coronavirus](#) – gov.uk
- [New legal duty to self-isolate comes into force](#) – gov.uk
- [Claim back Statutory Sick Pay paid to employees due to coronavirus](#) – gov.uk
- [New package to support and enforce self-isolation](#) – gov.uk
- [Employees' holiday and COVID-19](#) – RMI Legal Team
- [Holiday entitlement and pay during coronavirus \(COVID-19\)](#) – gov.uk news story
- [Coronavirus \(COVID-19\): What to do if you're self employed and getting less work or no work](#) – gov.uk
- [COVID-19 employment law update](#) – RMI Legal Team
- [COVID-19 temporary workplace policies and procedures](#) – RMI Legal Team
- [Q&A around COVID-19 issues at work](#) – RMI Legal Team
- [Coronavirus: Advice for employers and employees](#) – ACAS

Business and Employment Guidance (continued)

Policies and Procedures

- [Infectious diseases in the workplace policy](#) – RMI Legal Team
- [Q&A around COVID-19 issues at work](#) – RMI Legal Team
- [COVID-19 Layoff and Short Time Working](#) – RMI Legal Team
- [COVID-19 Temporary workplace policies and procedures](#) – RMI Legal Team
- [Redundancy](#) – RMI Legal Team
- [COVID-19 temporary workplace policies and procedures](#) – RMI Legal Team

Utilities

- [Reviewing your insurance](#) – Gallagher
- [Check your insurance policy for business interruption cover](#) – IGA
- [COVID-19 and energy supplies](#) – RMI Utilities



Furlough/Coronavirus Job Retention Scheme (CJRS)

The Coronavirus Job Retention Scheme has been extended until 30 September 2021. Businesses are still able to [submit CJRS claims](#).

- [Claim for wages through the Coronavirus Job Retention Scheme](#) – gov.uk
- [Coronavirus Job Retention Scheme wage calculator](#) – gov.uk
- [Letter template - Flexible furlough arrangements during extended CJRS](#) – RMI Legal team
- [Check if you can claim wage costs through the Coronavirus Job Retention Scheme](#) – gov.uk
- [Pay Coronavirus Job Retention Scheme grants back](#) – gov.uk
- [Coronavirus Job Retention Scheme: step by step guide for employers](#) – gov.uk
- [Changes to the Coronavirus Job Retention Scheme](#) – gov.uk
- [Extended Coronavirus Job Retention Scheme further guidance](#) – RMI Legal Team
- [Government extends Furlough to March and increases self-employed support](#) – gov.uk news story
- [Extension to the Coronavirus Job Retention Scheme](#) – gov.uk policy paper
- [Extension of the Coronavirus Job Retention Scheme](#) – HMRC
- [Furlough scheme extended and further economic support announced](#) – gov.uk news story
- [Penalties for not telling HMRC about Coronavirus Job Retention Scheme overpayments](#) – gov.uk
- [Update on the Coronavirus Job Retention Scheme \(flexible furlough details\)](#) – HMRC
- [Case study: Return from furlough](#) – RMI Legal Team
- [Letter template - informing a furloughed employee that they can return to work](#) – RMI Legal Team

Furlough/Coronavirus Job Retention Scheme (CJRS) **(Continued)**

- [Advice Note - Coronavirus Job Retention Scheme](#) – RMI Legal Team
- [Q&A Coronavirus Job Retention Scheme \(Furlough\)](#) – RMI Legal Team
- [Letter template for employer seeking consent to furlough employee](#) – RMI Legal Team

Apprentices

Businesses will be given £2,000 for each new apprentice they hire under the age of 25. This is in addition to the existing £1,000 payment the Government already provides for new 16-18-year-old apprentices and those aged under 25 with an Education, Health and Care Plan.

- [Providing apprenticeships during the coronavirus \(COVID-19\) outbreak](#) – gov.uk
- [Redundancy Support Service for Apprentices](#) – apprenticeships.gov.uk
- [Get financial support for your apprentice through the BMTA Trust](#) – The BMTA Trust
- [Apprenticeship funding in England](#) – gov.uk
- [Apprenticeships: Employer hub](#) – apprenticeships.gov.uk



Healthcare Guidance

For individuals who have been impacted or are concerned about the health effects of coronavirus, this section offers general guidance for healthcare, at home and in the workplace.

- [Coronavirus \(COVID-19\): Getting Tested](#) – gov.uk
- [Register to order free rapid lateral flow coronavirus tests for your employees](#) – gov.uk
- [Coronavirus \(COVID-19\): guidance on shielding and protecting people defined on medical grounds as extremely vulnerabl](#) – gov.uk
- [Twice weekly rapid testing to be available to everyone in England](#) – gov.uk
- [Everyone in the UK with coronavirus symptoms now eligible for coronavirus test](#) – gov.uk
- [Coronavirus \(COVID19\) Roundup](#) – Office for National Statistic
- [How to prevent germs spreading](#) – NHS
- [COVID-19 WHO homepage](#) – World Health Organization
- [Workplace hygiene and social distancing posters](#) – CNPI
- [Coronavirus: Wash your hands for more than 20 seconds poster](#) – Public Health England
- [Hand-washing techniques with soap and water poster](#) – NHS
- [Catch it, Bin it, Kill it poster](#) – NHS
- [Coronavirus help hub](#) – NHS

Business Rate Relief

Some properties are eligible for discounts from the local council on their business rates. This is called 'business rates relief'. Contact your local council to see if you're eligible and apply for different available business rate relief.

- [Template letter to local MP regarding Business Rate Relief application](#) – IGA
- [Advice Note: Claiming business rate relief](#) – RMI Legal Team
- [Check if your retail, hospitality or leisure business is eligible for business rates relief due to coronavirus \(COVID-19\)](#) – gov.uk
- [Advice Note: Claiming business rate relief](#) – RMI Legal Team
- [Template letter to local authority: Business rate relief](#) – RMI Legal Team
- [Example 1 amended retail rate guidance document to include independent garages](#) – Southampton City Council
- [Example 2 amended retail rate guidance document to include independent garages](#) – Uttlesford District Council



Car Sales

Car dealerships and sales have been affected by the coronavirus pandemic. This section contains guidance on what regulations car dealers are subject to and what support is available.

- [COVID-19: Industry Guidance and Best Practice for Automotive Retail](#) – NFDA and SMTT
- [Budget 2021 - Capital allowance super-deduction for deals](#) – NHA NFDA
- [Hands-on guide to “distance selling”](#) – NFDA
- [Cars, online sales \(delivery / click & collect\) and COVID 19](#) – NFDA and TLT
- [Update on unaccompanied vehicle demonstrations on trade plates](#) – NFDA
- [FCA confirms support for motor finance and high cost credit custome](#) – FCA
- [Motor finance agreements and coronavirus: draft temporary guidance for film](#) – FCA



Health and Safety

Developing and maintaining a secure work environment is of crucial importance, made especially clear with new COVID-secure legislation introduced during the pandemic. This guidance can help your business maintain the required Health and Safety standards needed to remain open in the current climate.

- [Working safely during coronavirus \(COVID-19\)](#) – gov.uk
- [Working safely during COVID-19 in shops or branches](#) – gov.uk
- [Working safely during COVID-19 in offices or contact centre](#) – gov.uk
- [Working safely during COVID-19 in or from a vehicle](#) – gov.uk
- [Ventilation of indoor spaces to stop the spread of coronavirus \(COVID-19\)](#) – gov.uk
- [Coronavirus \(COVID-19\) safer transport guidance for operators](#) – gov.uk
- [Coronavirus \(COVID-19\): Personal Protective Equipment \(PPE\) hub](#) – gov.uk
- [HSE Safety Alert: Use of face masks designated KN95](#) – HSE
- [Obligations to provide suitable toilet and hand washing facilities to drivers visiting premises](#) – HSE
- [Coronavirus update: The risk of air conditioning spreading coronavirus is extremely low](#) – HSE
- [Legionella risks during coronavirus outbreak](#) - HSE
- [Risk assessment template](#) – RMI Legal Team
- [COVID-19: Cleaning of non-healthcare settings](#) – gov.uk
- [Compliance with government guidance on managing the risks of COVID-19 declaration poster](#) - HSE
- [RIDDOR reporting of COVID-19](#) - HSE

COVID-19 Related Scams

During the pandemic, businesses have been subject to fraudulent activity. This sections contains guidance on being aware of certain scams and how to avoid been caught by a scam.

- [Scam alert: Business Rate Relief Fraudulent Emails](#) – IGA
- [Businesses Against Scams training toolkit](#) – Friends Against Scams



IGA Member Helpline
01788 225 908



© Independent Garage Association 2021



@RMIIndependentGarages



@RMI_IGA