

# Restaurant Check List for Navigating Covid-19

## Overview

We are in uncertain times right now, as many businesses experience the impact that Covid-19 has brought to our food and beverage sector. The impact of the recent closures, as well as recommendations for people to practice social distancing effects businesses on many levels (employee layoffs to business stability).

Every step is new and some items changing hourly, daily, weekly; with more information yet to come. The Restaurant Association of NS (RANS) is sending out bulletins to update on items that will be of interest to the restaurant/bar sector. If you are not receiving our newsletters and would like to be added or others, please contact [admin@rans.ca](mailto:admin@rans.ca).

We have created a check list for you to assist in closing your operation temporarily and help you manage until businesses resume. We will continue to update this as we progress forward with the current situation.

Check List for Owners/Operators /Managers:

### **Monthly mortgage payments**

The major banks are prepared to defer mortgage payments. If you have a mortgage you must contact your loans officer to make arrangements. This will be a deferral not forgiveness. The sooner you do this the better.

### **Monthly rent lease payments**

RANS is negotiating with the provincial government and hopeful to have some form of rent referral. It will be a guarantee to your landlord for future deferred payments. In the interim you should be getting in touch with your landlord & negotiating a minimum of two months' rent deferral. Will update with any announcements or changes

## **Monthly loans, line of credit payments**

The major banks are prepared to defer loan & lines of credit payments. If you have these, you must contact your loans officer to make arrangements. This will be a deferral not forgiveness. The sooner you do this the better.

There is also the provincial program with CUA  
[Small Business Loan Guarantee Program - CUA](#)

## **Monthly equipment rentals**

If you have equipment loans with banks it is the same advice as above. Connect with your loans officer for deferral payments. If you have a loan through a third-party equipment supplier or other loan institution, you must contact them directly and request a loan deferral (would suggest three months with an option to extend if necessary).

## **Monthly utility & payments**

- Fuel: cancel all regular service deliveries
- Electricity & water: nothing new to report
- Telephone, cable, internet: should cancel services
- Insurance payments (business, liability): talk to your insurance agent/company about deferral of payments
- Advertisements, marketing & social media: cancel any contracts. You may want to consider staying in touch with your customers by updating social media
- Contracts (cleaners, pest control, equipment service, garbage removal, POS equipment) cancel all services or extend them into future service timeframe
- Shut down costs: HST waiting to hear from federal government
- WCB: no payroll no payment - no penalties or fines on any late payments. All payments have been suspended till June

## **Inventory**

With leftover food inventory you may want to donate to Feed Nova Scotia; they would appreciate your support.

Alcohol, you may want to move to a secure location off premises; business may become targets for the crime element.

Also post signs in window that no money or alcohol is stored on premise.

## **Recovery**

We will recover as an industry; the question is time. Here is a list of things we can do to be ready when the time comes:

- Touch-ups: this is a good opportunity to fix all those little items that are meant to get done (water stains, chipped paint, etc.). Make a list of the less costly items and check them off as you go.
- Communications: this is a great time to update your mail list, rethink your social media & communicate with your customers and keep them informed of changes and what you are doing.
- Stay in touch with your staff: touch base with your employees at least once a week and fill them in on what's happening. Ask for feedback and any ideas they would suggest that would improve the business when it opens (could be ideas on service, menu items, décor etc.).
- Menu & beverage service: review your menus and your bar service. Recheck your cost and rebuild a solid menu & beverage service that offers your business better profitability.
- Clean: clean and paint all those areas that get neglected. Cleaning & painting are not expensive & it's good exercise.

## **For employees**

Stay healthy & practice all the suggested protocols.

Saltwire removed the paywall on all local COVID-19 coverage to ensure all readers so you can keep up-to-date on local news around Covid-19

Start in touch with your employer to see an expected time of return & if you can assist in the start-up of the restaurant.

## **Recovery Phase – more updates to come**

Start-up costs: supplies, utilities, advertising/marketing, staffing

## **EI Links**

<https://www.canada.ca/en/services/benefits/ei/ei-sickness.html>

<https://www.canada.ca/en/services/benefits/ei.html>

<https://www.canada.ca/en/employment-social-development/corporate/contact/ei-individual.html>

There is an emergency leave clause in the Labour Standards Act that states there is no need to give vacation pay or notice if employees are returning. Consider putting employees on leave not layoff.