**\*\*DRAFT TEMPLATE – NOT FOR ISSUE WITHOUT YOUR OWN BOARD APPROVAL\*\***

**COVID-19 Premises Closing Guide**

**How to securely close your premises**

Following the Prime Minister’s latest COVID-19 briefing, the Government has announced that all non-essential shops have been asked to close until further notice. This is in addition leisure and hospitality businesses which we asked to close earlier, and other employers whose staff are advised to work from home. The aim is to reduce and slow down the spread of the virus. We are all now advised to only be leaving our homes for exercise and vital essentials only.

This decision will have a significant impact on many businesses, from the small independent business community through to national high street brands. This is an uncertain time but the BID team remain available to offer advice.

Particular advice is required at this stage to best protect premises that might be unoccupied for some time. We recommend that you use and adapt the following checklist:

1. Test all alarms and CCTV systems, ensuring they are working correctly
2. Check all exterior doors, testing that they are locked and fully secured
3. Remove all cash from tills
4. Remove all stock from window displays or stock visible through shop windows, particularly high value stock e.g. perfume, makeup, electrical goods, medicines, jewelry, clothing etc
5. Update key holder details with alarm and security providers
6. Where possible, use large items to block plate glass doors inside premises
7. Pubs and clubs should clear shelves of all stock, securing it in cellars/stockrooms
8. Fruit or gaming machines should be emptied of change and left in such a way that they can be seen to be empty
9. Provide suitable signage on the exterior of the property (e.g. “no cash in tills”, “no stock inside”, “burglar alarm fitted” etc.)

**If you have any concerns: contact us on our central email:** \*\*INSERT APPROPRIATE CONTACT DETAILS\*\* and the relevant team member will get back to you as soon as possible.

**Useful links**

**Reporting Crime and Suspicious Behaviour**

If you are keeping an eye on CCTV footage or have on-site security, you can report incidents and suspicious behaviour directly to Police; which will then be shared with other businesses in the area:

\*\*ADD APPROPRIATE LINK\*\*

If you’re not sure what constitutes “suspicious behaviour” check the Police’s guidance:

\*\*ADD APPROPRIATE LINK\*\*

**Advice for essential shops still trading**

If your shop or business is staying open because you provide essential products (e.g. food or medicine), Suffolk Police have some dedicated advice to help keep your premises secure from shoplifting:

[\*\*ADD](https://www.suffolk.police.uk/sites/suffolk/files/shoplifting_3.docx.pdf) APPROPRIATE LINKS\*\*

**Advice for Churches**

As historic places of worship, the security of most churches is different to that of most shops, offices and restaurants. Check this useful guide for specific advice if you manage a church building:

[\*\*ADD](https://www.suffolk.police.uk/sites/suffolk/files/churchsecurity1.pdf) APPROPORATE LINK\*\*

**Police on Twitter**

Measures to support businesses through the COVID-19 outbreak are changing daily; therefore follow \*\*\*\* Police on twitter for the latest advice, guidance and recommendations:

https://twitter.com/\*\*\*\*\*\*\*

**When to call 101**

Whilst 999 is an emergency line, 101 is for non-emergency incidents or incidents that have already happened. To understand more about when you should dial 101 and when you should dial 999, read this quick summary from Police:

\*\*\*ADD APPROPRIATE LINK\*\*