

TEMPORARY CLOSURE GUIDELINES

Legal / Administrative



- Plan and pay for any quarterly or sales taxes during your closure.
- Check your insurance for a 'business interruption' policy to determine if a claim can be filed.
- Review your lease for any obligations you have to the space (*repairs, maintenance, cleaning, access*).
 - *If certain duties won't apply during closure (like plowing a parking lot that won't be used), ask the landlord to be released from that obligation.*
 - *Take steps to protect the property (minimum temperature maintained, property winterized, appropriate safety & security measures in place, etc.)*
- Pause memberships or subscriptions that will not be used (Utilities, subscriptions, insurance, and so on), and determine if they can be reactivated later.
- Convert fixed costs to variable costs when possible.
- Prepare a 13-week cash flow plan to identify needs and shortfalls.
- Make sure your key business records are physically and digitally accessible.
- Create a list of emergency contacts, including key vendors, customers, service providers, legal and professional contacts, to keep your business 'alive' while at home.

Customers



- Prepare social media posts, website updates, and email communication leading up to closure.
- Identify fire sale opportunities, as necessary to manage inventory.
- Post clear signage on exterior of building, as needed.
- Identify and complete any work in progress.
- Communicate possible time delays with incoming orders or new customers.
- Set an outgoing voicemail message.
- Maintain active communication with clients during closure.
- Announce and plan for re-opening; invite customer participation & re-engagement.
- Identify revenue streams that could be provided remotely.

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Vendors

- Pay any debt that will come due during closure, or negotiate terms of repayment based on closure timeline
- Place on hold or cancel and automatically renewing orders that may occur during your closure.



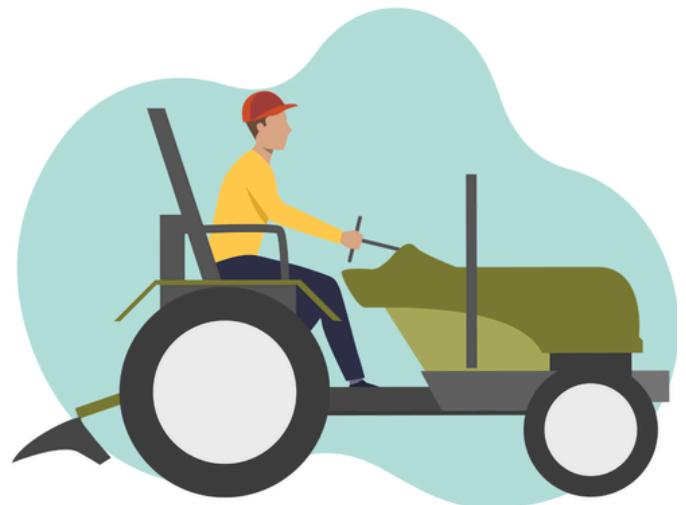
Inventory



- **For perishable inventory:**
 - Discount, liquidate, or donate remaining items.
 - If donating a significant amount, consider leveraging the donation for social media, marketing, or social capital.
- **For non-perishable inventory:**
 - If cash is needed: run discounts or sales, market to existing customers, and avoid replenishing stock to simplify closure management as easy as possible.
 - If cash is not needed: store inventory securely with appropriate environmental controls. Complete an inventory count and organize items to support a quick reopening.

Equipment

- Complete any repairs and maintenance that may be required during closure.
- Drain fuel and store effectively to return as quickly as possible.
- If storing equipment outside, consider harsh weather conditions and prepare as much as possible to protect the equipment in your absence.



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Human Resources



- Identify tasks that can be done remotely:
 - Finish “important but not urgent” work that’s been delayed.
 - Update operating procedures and documents.
 - Automate or simplify processes.
 - Plan upcoming marketing efforts.
 - Review and improve your website.
 - Maintain customer relationships.
 - production, work-in-progress, or light manufacturing tasks can be done from employees’ homes.
- If you need to reduce hours, the [DOL Workshare Program](#), allows for a temporary reduction in hours (10%-50% reduction) to be offset by a partial unemployment claim.
- **If terminating employees:**
 - Direct staff to [DOL unemployment](#) resources.
 - For closures under 6 months, employees may qualify for unemployment with a work-search waiver.
- Discuss with your payroll company or accountant how to manage payroll, benefits, and time off during your closure.

Debt

- Structure minimum payments on debt as needed.
- Discuss interest-only payments or deferment with lenders.
- Consider fundraising within the community, either directly or via platforms like GoFundMe.
- If necessary, discuss or request a working capital line of credit with your lender.
- **DO NOT USE credit cards or predatory lenders** for cash flow purposes unless you have a clear path forward and it is a last resort.



ADDITIONAL RESOURCES

Read more on temporarily closing your business at:
[Guide to Temporarily Closing Your Business](#)

If you’re considering permanently closing your business, SBA’s page:
[Close or sell your business | U.S. Small Business Administration](#)