

# COVID-19 Secure Information Pack



A handwritten signature in black ink, appearing to read 'Chris Hossack'.

Business is vital to the local and national economy. As we move into recovery Brentwood Borough Council is here to help every step of the way, not just through times of crisis but to build a stronger future for the borough and the country. As we get closer to the reopening of non-essential retail across England, together with partners, the Council has produced this pack to give you the latest information you need to reopen your business COVID-19 Secure.

Councillor Chris Hossack  
Leader of Brentwood Borough Council

## ➤ Brentwood Open Facebook Group

Use the new Brentwood Open Facebook group to promote your business to over 5,000 local followers. Tell Brentwood Open members when you are planning to reopen, what your new hours will be, what your special offers are and how they can contact you. Brentwood-based businesses are invited to share one post per day.

Brentwood Open is a project supported by the Brentwood Business Partnership, sponsored by Beresfords and Tees.

[www.facebook.com/groups/BrentwoodOpen](https://www.facebook.com/groups/BrentwoodOpen)

## ➤ Financial Support Finder Tool

The government has put together a business support finder to help you identify the COVID-19 financial support schemes your business may be able to access. This helpful tool is very easy to use and can be found here:

[www.gov.uk/business-coronavirus-support-finder](https://www.gov.uk/business-coronavirus-support-finder)

## ➤ Directory of PPE & Signage Providers

The Brentwood Business Partnership has put together a directory of Brentwood borough-based businesses who are offering PPE, face coverings, hand sanitiser, signage and other COVID-19 Secure-related products.

[www.brentwoodbusinesspartnership.co.uk](https://www.brentwoodbusinesspartnership.co.uk)

## ➤ NHS Every Mind Matters

Returning to work as restrictions ease may be a stressful experience for you or your staff. The Every Mind Matters website offers helpful support and advice on anxiety, low mood, sleep and worries about coronavirus. For more information visit:

[www.nhs.uk/oneyou/every-mind-matters/](https://www.nhs.uk/oneyou/every-mind-matters/)

The logo for 'every mind matters' is located in the bottom right corner. It consists of the words 'every mind matters' in a lowercase, sans-serif font, with 'every' and 'matters' in blue and 'mind' in white. The text is contained within a yellow, cloud-like shape.

## Business Support

### Backing Brentwood Business Webinars

Brentwood Borough Council has partnered with Brentwood Chamber of Commerce and Brentwood Business Partnership to run a series of COVID-19 support webinars covering topics such as crisis management, building resilience, social media, social distancing in the office, bounce back marketing, how to clean your premise and updating your website. To watch on demand visit:

[www.brentwoodchamber.co.uk/webinars](http://www.brentwoodchamber.co.uk/webinars)

### Essex Town Centre Recovery Webinars

Brentwood Council partner, BEST Growth Hub, is hosting a series of free webinars aimed at helping retailers to ensure their businesses are set up to trade effectively as they reopen, whilst providing a safe environment for shoppers and staff. The webinars will help your business prepare a trading environment that maximises opportunities and revenue during the coming weeks and months.

- 4 & 9 June, 6-7pm - Helping your business to recover and thrive
- 11 & 16 June, 6-7pm - Creating a future trading plan that generates maximum revenue
- 18 & 23 June, 6-7pm - Growing your business in the new normal

To find registration links or to watch the videos on demand, please visit:

[www.brentwood.gov.uk/businesssupport](http://www.brentwood.gov.uk/businesssupport)

### Brentwood, Shenfield and Ingatestone High Street Recovery Workshops

Brentwood Borough Council has commissioned leading retail experts, The Retail Group, to host a workshop for each of the borough's three high streets. The workshops will walk through the practicalities of how you and your neighbouring shops can work together to manage customer queues, operate safely, create more social distancing space within your shop, keep customers informed and generate more revenue with your current stock. Space is available for 15 businesses to attend each workshop.

- 10 June – Ingatestone
- 15 June – Shenfield
- 17 June – Brentwood

For more information and to register, visit:

[www.brentwood.gov.uk/businesssupport](http://www.brentwood.gov.uk/businesssupport)



### HM Government Webinars

The government has created a series of COVID-19 Secure webinars about working safely in shops, in restaurants offering takeaway or delivery, in offices and in vehicles. To view the full library visit:

[www.youtube.com/user/BusinessisGREAT/videos](http://www.youtube.com/user/BusinessisGREAT/videos)



HM Government

## Key Contacts

### Brentwood Borough Council

#### General Enquiries

[enquiries@brentwood.gov.uk](mailto:enquiries@brentwood.gov.uk)

01277 312500

Economic Development	- <a href="mailto:business@brentwood.gov.uk">business@brentwood.gov.uk</a>
Business Rates	- <a href="mailto:businessrates@brentwood.gov.uk">businessrates@brentwood.gov.uk</a>
Licensing	- <a href="mailto:licensing@brentwood.gov.uk">licensing@brentwood.gov.uk</a>
Planning	- <a href="mailto:planning@brentwood.gov.uk">planning@brentwood.gov.uk</a>
Environmental Health and Food & Safety	- <a href="mailto:environmentalhealth@brentwood.gov.uk">environmentalhealth@brentwood.gov.uk</a>
Community Support	- <a href="mailto:communitysupport@brentwood.gov.uk">communitysupport@brentwood.gov.uk</a>
Corporate Enforcement	- <a href="mailto:corporateenforcement@brentwood.gov.uk">corporateenforcement@brentwood.gov.uk</a>
Waste & Recycling	- <a href="mailto:wasteandrecycling@brentwood.gov.uk">wasteandrecycling@brentwood.gov.uk</a>
Parking	- <a href="mailto:parking@brentwood.gov.uk">parking@brentwood.gov.uk</a>
CCTV	- <a href="mailto:cctv@brentwood.gov.uk">cctv@brentwood.gov.uk</a>

### Citizens Advice Bureau





Citizens Advice South Essex - Brentwood - 0300 330 2101

### HM Government

Business Support Helpline - 0300 456 3565, [enquiries@businesssupporthelpline.org.uk](mailto:enquiries@businesssupporthelpline.org.uk)  
HMRC Coronavirus (COVID-19) Helpline - 0800 0159 559

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-  @Brentwoodboroughcouncil
-  Brentwood Borough Council



## Subscribe

Stay up-to-date with the latest news from Brentwood Borough Council, including the latest COVID-19 information, by subscribing to our business and resident newsletters. Visit [www.brentwood.gov.uk](http://www.brentwood.gov.uk) to sign up.

For more information and support, please visit Brentwood Borough Council's dedicated coronavirus webpage [www.brentwood.gov.uk/coronavirus](http://www.brentwood.gov.uk/coronavirus)

Our Economic Development Team is here to support your business during this challenging time. Contact us on [business@brentwood.gov.uk](mailto:business@brentwood.gov.uk) with your questions or to schedule a one to one call.