**Economic Opportunities and Asset Management**

Enterprise and Investment Department

**COVID-19 Virus Business Impact Assessment**

The purpose of this questionnaire is to gather information to determine the impact of the current COVID-19 virus pandemic on businesses operating in the Cape Town/Western Cape region with the aim of directing those in distress to suitable institutions for assistance.

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| --- | --- | --- |
| **Respondent ID** |  | |
| **Interviewer:** |  | **Date and Time** |
|  |  |  |
|  |  |  |
|  |  |  |

**Company data:**

|  |  |
| --- | --- |
| **Q1 Company name** |  |
| **Q2 Company location** |  |
| **Q3 Interviewee name and position** |  |

|  |  |
| --- | --- |
| **Respondent ID** |  |

**Q4 Which industry best describes your business**

|  |  |  |  |
| --- | --- | --- | --- |
| Agriculture, forestry and fishing | 1 | Professional, scientific and technical activities | 13 |
| Mining and quarrying | 2 | Administrative and support activities | 14 |
| Public administration and defense, compulsory social security | 15 |
| Manufacturing | 3 | Education | 16 |
| Electricity, gas, steam and air conditioning supply | 4 | Human health and social work activities | 17 |
| Water supply, sewerage, waste management and remediation activities | 5 | Arts, entertainment and recreation | 18 |
| Wholesale and retail trade, repair of motor vehicles and motorcycles | 6 | Other service activities | 19 |
| Transportation and storage | 7 | Activities of households as employers, undifferentiated goods and services producing activities of households for own use | 20 |
| Accommodation and food service activities | 8 | Activities of extraterritorial organisations and bodies, not economically active people, unemployed people etc. | 21 |
| Information and communication | 9 | Rubber and plastic | 22 |
| Financial and insurance activities | 10 |  |  |
| Real estate activities | 11 |  |  |
| Tobacco and related industry | 12 | No response | 99 |

**Q5 Description of business operations**

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| --- | --- |
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**Q6 How long has your business been operating?** *(single response)*

|  |  |  |  |
| --- | --- | --- | --- |
| Less than 1 year | 1 |  | |
| 1-5 years | 2 |
| 6 to 10 years | 3 |
| Longer than 10 years | 4 | No response | 99 |

**Q7 How many people does the business normally employ (including yourself, directors and partners)?** *(multiple response – fill in unshaded blocks only)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total | Male | Female |
| Full time |  |  |  |
| Part time |  |  |  |
| Casual / contractor |  |  |  |
| TOTAL |  |  |  |

**Q8 Are you a producer of essential goods and/or services as defined in Annexure B of Disaster Management Act Regulations gazetted on 25 March 2020 and amended on 26 March 2020**?

|  |  |
| --- | --- |
| Yes | No |

If **yes** answer to Q8, answer Q9 otherwise go to Q10.

**Q9 How many people will the business employ during lockdown (including yourself, directors and partners)?** *(multiple response – fill in unshaded blocks only)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total | Male | Female |
| Full time |  |  |  |
| Part time |  |  |  |
| Casual / contractor |  |  |  |
| TOTAL |  |  |  |

**Q10 Are any of your customers a producer of essential goods and/or service as defined in Annexure B of Disaster Management Act Regulations gazetted on 25 March 2020 and amended on 26 March 2020? Please provide details.**

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| --- |
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|  |  |  |
| --- | --- | --- |
| **What impact has the COVID-19 pandemic had on your business?**  **(Apart from the impact of lockdown)** | | |
| **Aspect of business** | **Impact** | **Response** |
| **Q11** **Has COVID-19 affected staff productivity?**  If yes, please provide details under “impact”, and how you have responded to this under “response”. |  |  |
| **Q12 Has your production processes being affected by:** |  |  |
| * Down time (no staff) |  |  |
| * Supply, cost, and delivery of raw materials; |  |  |
| * Delivery of finished goods to clients |  |  |
| * Other (specify) |  |  |

|  |  |  |
| --- | --- | --- |
| **Q13 Has COVID-19 had a financial impact on your current operations in terms of:** |  |  |
| * Cash flow (suppliers’ salaries) |  |  |
| * Status of municipal accounts (electricity/water, etc.) |  |  |
| * Other (please specify) |  |  |
| **Q14 Are there any other external factors that are currently influencing the business operations?** |  |  |
| **Q15 Are you currently engaging with government/private institutions to resolve challenges?**  **If yes, please specify.** |  | |
| **Q16 Is your business flexible and able to diversify to respond to the new demand such as face masks, gloves, sanitizes, ventilators etc?** |  | |

**Q17 What can government do to help in the short, medium and long-term?**

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| --- |
|  |

**Q18 What can other institutions (banks, insurance companies, business chambers etc) do to help in the short, medium and long-term?**

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|  |

**Q19 What are you able to do to support other businesses?**

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| --- |
|  |

**Q20 Is there anything your business is willing to do to support the community during this time?**

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**Thank you for your inputs and taking the time to complete this questionnaire.**