

- The organizers of concerts ect. can apply for compensation for any loss they may have experienced due to lock down (its forbidden to be more than 10 persons gathered).
- Companies can choose to send home workers with full salary and have 75 % of the salary (maximum 30.000 DKK per worker per month) compensated, instead of layoffs.
- Companies with less than 10 employees, and where the owner has a private income this year under 800.000 DKK, can apply for compensation, if the turnover has dropped over 30 % due to COVID-19.
- Companies who have experienced more than a 40 % drop in the turnover due to COVID-19, can apply for compensation to cover fixed costs, if the total fixed cost over a period of 3 months excess 25.000 DKK. The compensation depends on how much the turnover has dropped:
  - 40 – 60 %: 25 % of the fixed costs is covered
  - 60 – 80 %: 50 % of the fixed costs is covered
  - 80 – 100 %: 80 % of the fixed costs is covered
  - If the companies are closed due to regulations (restaurants, hairdressers ect.,) it will be compensated 100 % of the fixed costs.

To apply for this compensation, the companies needs an ISA 805-statement from an approved auditor to go with the application. The government covers 80 % of the invoice, up to 16.000 DKK.

- As a result to the extra work needed from the auditors, all deadlines for filing annual reports and corporation-tax and tax on privately owned companies has been postponed 3 months.
- Payment of salary-taxes can be postponed 4 months regarding the months of April, May and June.
- Payment of VAT for the first 6 months is postponed until 2021 (small businesses with an annual turnover between 0 – 5.000.000 DKK)
- Payment of VAT for the first quarter is postponed 3 months (medium businesses with an annual turnover between 5.000.000 – 50.000.000 DKK)
  - For businesses with a turnover that exceeds 50.000.000 DKK per year is postponed 1 month.
- And last but not least, is it possible for companies that's affected by COVID-19 to apply for government-guaranteed loans and operating credits. What the conditions is to apply for this, I don't know. The banks are to be consulted about this.

In terms of what we have chosen to implement as strategies we have following rules in the company;

- No one can have client meetings in person. This has to be over Skype or phone until further notice
- Usually we have a meeting Monday morning, first with all employees together for a 30 minutes breakfast/meeting and after this a 30 minutes meeting in the management-group – this has all been suspended until further notice
- We do not eat lunch together during the pandemic – everybody has lunch separately at their own desks
- If people feel safer, they are allowed to work from home until further notice
- If anyone should feel the slightest form of illness, they are ordered to stay home
- When our clients are submitting any form of physical material, the material have to be sat in quarantine for 72 hours, before our employees are allowed to touch it.
- In order to control who enters our building, we have locked the doors and visitors are told to use the doorbell

All of the above are implemented until at least May 10<sup>th</sup>.