CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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.

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

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.

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?

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

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

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

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