

## COVID-19 PREVENTION CHECKLIST & POSTERS

COVID-19 Checklist for \_\_\_\_\_ Date \_\_\_\_\_

Completed Monthly by \_\_\_\_\_ Phone \_\_\_\_\_

**Business must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

**Review CDC Website daily for general information and updates:** [www.cdc.gov](http://www.cdc.gov)

**Supply List:** Infra-red thermometers (FDA approved), Gloves, Masks, Hand Sanitizer, Soap, Paper towels, Auto Disinfectant, Disposable Pens, Sanitizing Wipes and Disinfectant solution.

### **Signage**

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.

Place tape or other markings at least six feet apart in customer line areas inside the store and on the sidewalks at public entrances to direct customers to maintain distance.

### **Measures to Protect Employee Health (check all that apply to the facility)**

Implement a clear and simple HR policy prepared by legal counsel

In case of a COVID-19 incident, contact your public health department and perform sanitizing operations.

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the workplace. Include:

Use **"CDC COVID-19 Screening Tool"** available for smart phone or other methods.

Use Infra-red thermometers for employee temperature scans.

Employees are required to wear face coverings.

Require and enforce customers to maintain 6 feet social distancing and wear face coverings for their noses and mouths. Provide masks at no cost at building entrances.

All desks or individual workstations are separated by at least six feet.

Plexiglass (Sneeze guards) and other separators are installed where six feet distance cannot be met.

No test drives are being conducted with potential buyers

Customers are being instructed to turn off AC prior to dropping off car.

Sanitize vehicles before and after working on them.

Maximize facility HVAC, ensure it is working properly and maintained. Use best filters (e.g., MERV-16).

Maximize shop ventilation systems for exhaust removal and have airflow verified per local regulations.

- Shut down internal vacuuming of car.
- Wear PPE (e.g. gloves, face masks, etc.).
- Change in and out of uniform at work.
- Limit access to employee lounge and other common areas (meet specified physical distancing norms).
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
  - Break rooms every \_\_\_\_\_
  - Bathrooms every \_\_\_\_\_
  - Other \_\_\_\_\_, every \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- This plan has been distributed to all employees.
- Optional—Describe other measures: \_\_\_\_\_

**Measures to Prevent Crowds from Gathering (check all that apply to the facility)**

- Stagger service appointments and car pick-ups to limit the number of customers in the store at one time.
  - Implement a no-contact, early bird drop off for the service drive.
  - Place signs requesting customers wait in their cars while the advisor comes to the car for the write up.
  - Shut down dealer operated shared transport.
  - Post a notice mandating single party use of elevators.
  - Manager will walk each common area periodically (at least hourly) to ensure that the 6 feet distance is not being violated. Manager will ensure that facility occupancy is limited to be compliant with social distancing.
- Manager Name \_\_\_\_\_
- Location(s) Walked \_\_\_\_\_

**Measures to Keep People At Least Six Feet Apart (check all that apply to the facility)**

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional—Describe other measures: \_\_\_\_\_

**Measures to Prevent Unnecessary Contact (check all that apply to the facility)**

- Preventing people from self-serving any items that are food related.
- Bulk-item food bins are not available for customer self-service use.
- Request customers to use their own pens or provide single use pens for customer use.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

Provide paper floor mats, seat covers, and steering wheel covers for all vehicles.

**Measures to Increase Sanitization (check all that apply to the facility)**

- Disinfecting wipes and/or Sanitizers Available at Customer Access Areas (Lounges/Cashers Window)
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high contact surfaces per dealership plan.
- Add line to RO for customer approval of vehicle sanitization.
- Sanitize vehicles before and after servicing and test drives.
- Optional—Describe other measures: \_\_\_\_\_

\* Any additional measures should be listed on separate pages and attached to this document.

You may contact the following person with any questions or comments about this protocol:

Name \_\_\_\_\_

Phone number \_\_\_\_\_

**Signs to Be Posted at Entrance**

- 1. Stop the Spread of Germs (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

**Signs to Be Posted on Employee Notice Board (General)**

- 1. 10 Steps to Reduce Risk of Exposure to Coronavirus Poster (OSHA): <https://www.osha.gov/Publications/OSHA3994.pdf>
- 2. CDC Handwashing guidelines: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>
- 3. CDC Factsheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

**Signs to Be Posted on Employee Notice Board (Technical Issues)**

- 1. CDC Glove removal poster: <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>
- 2. How to Properly Put on and Take Off Disposable Respirator Poster (CDC, Niosh): <https://www.cdc.gov/niosh/docs/2010-131/pdfs/2010-131.pdf?id=10.26616/NIOSH PUB2010131>

**General Information Links**

- 1. National Institute of Health Virus stability information: <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>
- 2. Follow CDC cleaning-disinfection guidelines for facilities with suspected or confirmed COVID-19 disease: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- 3. List N: Disinfectants for Use Against SARS-CoV-2  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>