

SAMPLE INCIDENT REPORTING & RESPONSE FORM

CONFIDENTIAL: ALL CONTENTS OF THIS FORM ESPECIALLY THE IDENTITY OF THE EMPLOYEE WITH COVID DISEASE MUST BE KEPT CONFIDENTIAL. LIMIT ACCESS TO HR, GENERAL MANAGER AND DEPARTMENTAL MANAGER, COVID-19 COMPLIANCE COORDINATOR. WHILE THE WORKERS IN "CLOSE CONTACT" MUST BE INFORMED OF THE INCIDENT, THE IDENTITY OF THE SICK EMPLOYEE MUST NOT BE REVEALED. CONTACT YOUR WORKERS COMP PROVIDER & LEGAL COUNSEL TO DETERMINE ACTION REQUIRED

CLOSE CONTACT DEFINITION: *"A close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. All close contact employees should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure"* ([CDC](#) downloaded 051520).

Notification received by: _____ **Date & Time** _____

Incident Reported by:

Name/Title _____

Date and Time Detected _____

Location _____

Name of employee Reporting COVID Disease Symptoms: _____

INCIDENT NOTIFICATION

- General Manager
- Business Manager/Human Resources
- COVID-19 Coordinator
- Department Manager

ACTIONS

Investigation (Potential Exposure Sources, Location, Close contacts) _____

Containment Measures _____

Sanitizing Actions _____

RETURNING TO WORK AFTER COVID-19 SYMPTOMS OR CONFIRMED COVID-19 DISEASE

Employees infected with the virus, whether tested or not, who were sent or stayed home for self-isolation or were treated for COVID-19 at a medical facility, must undertake specific steps prior to returning to the workplace. Specifically, they must obtain HR approval to return to the business facility. HR should use the following checklist to determine if an employee may return to work.

- At least ten days have passed since the symptoms first appeared, **and**
- At least three days (72 hours) have passed since recovery defined as no fever without the use of fever-reducing medicines, **and**

Symptoms are no longer detected per the CDC COVID-19 Screening Tool and Symptom & Temperature Scan at facility entry.

OR

Doctor's note to verify that the employee is healthy and able to return to work.

Note: Employers are permitted to [require a doctor's note from your employees](#) to verify that they are healthy and able to return to work. However, as a practical matter, be aware that healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Also, if the employee was not been hospitalized or under physician care but recovered during the isolation period, then such documentation will be difficult to obtain.

APPENDIX A

CUSTODIAL STAFF COVID-19 TRAINING

NOTE: All employees should read and understand the COVID-19 Prevention & Response Plan prior to taking this training.

Please abide by the HR policy on reporting all exposures or suspected exposures to coronavirus and undertake self-isolation if needed. If you are sick, please do not come to work and report to HR. Use the CDC COVID-19 Screening Tool to determine if your health condition is safe to work.

We believe that you are our business' first line of defense in protecting our employees and our customers from the coronavirus and COVID-19 disease. By undertaking the steps, we have outlined below, you will keep yourself and others protected. Your ongoing efforts will determine our safety.

Posters: Review posters that have been placed in the employee lunchroom on issues as follows:

PPE: Always wear PPE such as nitrile gloves and face masks. Read the poster on how to remove and discard gloves and how to use disposable masks. If you are using a homemade mask, wash daily.

Wash Hands: Wash your hands every time you remove gloves. Replace gloves whenever you damage or tear them. Hands must be washed with soap for 20 seconds under running water. Wash your hands before and after eating lunch.

Six Foot Distancing: Stay 6 feet away from all employees and customers. You may have to wait to complete your work if the space you are about to sanitize is occupied.

Chemical Safety: The chemicals you use must be reviewed for efficacy by reading the safety data sheets (SDS). Ask your parts/service managers for access to these documents. Follow manufacturer instructions on all cleaning and sanitizing products. For example, dilute chemicals exactly as required while wearing PPE. Excess dilution may make the chemicals ineffective.

Supplies: Your parts and service managers are responsible for ensuring all supplies are available to you to sanitize the facility. Replenish soap dispensers, hand sanitizers, and paper towels throughout the day as needed.

Break rooms, Bathrooms, and other Common Areas: Disinfect breakrooms, bathrooms, common spaces, offices, and other spaces as directed on a regular basis.

Examples of contact areas requiring frequent cleaning are door handles, door opening plates & elevator buttons, faucets & flush handles, soap and paper towel dispensers, sofas, chairs, other seating areas, and water fountain handles.

Clean the plexiglass screens (installed to protect employees and customers) at all locations.

Change in/out of uniform at work daily: Perform basic hygiene functions (e.g., showering) immediately upon returning home and place clothing in wash.

CLEANING/SANITIZING FREQUENCY

Perform thorough cleaning in high traffic areas.

Break rooms, bathrooms, and other common areas are being disinfected frequently. Recommended every 30 minutes or per dealer policy:

- Breakrooms (All touchable surfaces)
- Bathrooms (including all contact points)
- Other: Door Handles (and impact locations when no handles are present), internal (and toilet areas) bathroom door handles, Display Car handles, counter tops and tables used frequently by customers/employees, vending machine operation buttons (if in use), etc.

DAILY DUTIES

Daily cleaning of the facility includes mopping, wiping all furniture including table and chairs across the facility with sanitizing material made available to you. Clean outside furniture if there is any. Clean all touchable surfaces.

Refill all hand sanitizer dispensers throughout showrooms, lobbies, and service areas as needed throughout the day.

Refill all hand soap, sanitizers, paper towels, and tissues throughout the day.

Check inventory of all cleaning supplies daily and seek inventory from your Manager before you run out. If you believe you will run out of supplies, contact the General Manager for the facility.

SPECIAL CLEANING

If the local agency requires special deep cleaning of the facility following a COVID-19 disease incident, you will be instructed on additional Dos and Don'ts. Outside contractors may be involved as well in deep cleaning procedures after an employee is found positive at workplace.

APPENDIX B

TECHNICIANS+ADVISORS TRAINING (COVID-19)

NOTE: All employees should read and understand the COVID-19 Prevention & Response Plan prior to taking this training.

Please abide by the HR policy on reporting all exposures or suspected exposures to Corona virus and undertake self-isolation if needed. If you are sick, please do not come to work and report to HR. Use the CDC Covid-19 Screening Tool to determine if health condition is OK to go to work.

Posters: Review posters that have been placed in the employee lunchroom on issues as follows:

PPE: Always wear PPE such as nitrile gloves and face masks. Read the poster on how to remove and discard gloves and how to use disposable masks. If you are using a homemade mask, wash daily.

Wash Hands: Wash your hands every time you remove gloves. Replace gloves whenever you damage or tear them. Hands must be washed with soap for 20 seconds under running water. Wash your hands before and after eating lunch.

Six Foot Distancing: Stay 6 feet away from all employees and customers.

Interacting with Customers: Request and encourage customers to use hand sanitizer provided by business and follow 6 feet social distancing measures. Customers must wear face coverings while on business premises, indoors or outdoors; provide them with masks at no cost as needed.

Service Advisors

- Advise customers in advance of their appointments to be prepared to leave the vehicle at the business for service and schedule a later pickup as the waiting lounge has limited capacity with social distancing in effect.
- If you are using a touch screen for service orders, sanitize the screen after each use. Use single use pens when needed.
- Ask customers to turn off the fan and AC systems before leaving their automobiles.

Technicians

- Sanitize what you touch, only touch what you sanitized, and sanitize what you touched.
- Technicians must have proper PPE (e.g., nitrile gloves) and must avoid cross-contamination across vehicles. Replace gloves when you finish working on each car using the CDC's glove removal guidelines. Use a fresh pair for every car <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

- Use covers for steering wheels, shifter, and seats.
- Do not touch any part of your face (eyes, nose, or mouth) or body with gloves or hands.
- Minimize time inside the cabin. Keep windows down to promote natural air circulation. Keep the fan inside the cabin off as the fan may circulate particles inside the vehicle. Note: virus can be in and on the auto air circulation system.
- Do not use the vacuum inside the automobile as it may make infectious particles airborne.
- Sanitize vehicles using chemicals provided and follow adopted procedures.
- Change in/out of uniform at work daily. Perform basic hygiene functions (e.g., showering) immediately upon returning home and place clothing in wash.
- Stagger your work schedule per management instructions.
- Limit the use of lunchroom to maintain 6-foot distancing.
- Maximize distancing. Avoid crowding in the shop, parts counter, or locker room.

PPE Practices

Gloves

- Follow the CDC guidelines for removal + disposal
<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>
- Avoid cross contamination across vehicles
 - Use fresh gloves for each car
 - Do not touch your face or body with your gloves

Face Coverings/Masks and N-95 Respirators

- **Masks** are a barrier to splashes, droplets, and spit. Certain local agencies require that face coverings/masks must be worn when going out in public. Employees must understand that the mask may not protect them, but in case they are infected but asymptomatic, may reduce the virus load shed by them.
- **Respirators** protect from exposure to airborne particles. In healthcare, they protect from exposure to biological aerosols including viruses and bacteria. **Respirators** are designed to seal tight to the face of the wearer.
- **N-95 respirators** are in short supply and being made available exclusively to health care professionals
- Should N-95 respirators become available, follow the CDC/NIOSH guidelines
<https://www.cdc.gov/niosh/docs/2010-131/pdfs/2010-131.pdf?id=10.26616/NIOSH PUB2010131>
- OSHA has training, fit testing, and medical evaluation for respirator wearers. Also, see <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppD>

APPENDIX C

OFFICE STAFF TRAINING (COVID-19)

NOTE: All employees should read and understand the COVID-19 Prevention & Response Plan prior to taking this training.

Please abide by the HR policy on reporting all exposures or suspected exposures to Corona virus and undertake self-isolation if needed. If you are sick, please do not come to work and report to HR. Use the CDC Covid-19 Screening Tool to determine if health condition is OK to go to work.

Posters: Review posters that have been placed in the employee lunchroom on issues as follows:

PPE: Always wear PPE such as nitrile gloves and face masks. Read the poster on how to remove and discard gloves and how to use disposable masks. If you are using a homemade mask, wash daily.

Wash Hands: Wash your hands every time you remove gloves. Replace gloves whenever you damage or tear them. Hands must be washed with soap for 20 seconds under running water. Wash your hands before and after eating lunch.

Six Foot Distancing: Stay 6 feet away from all employees and customers.

Shared Spaces: Minimize time spent in enclosed spaces such as lunchrooms and breakrooms.

Interacting with Customers: Request and encourage customers to use hand sanitizer provided by business and follow 6 feet social distancing measures and/or install plexiglass barriers as needed.

Supplies: Your managers are responsible for ensuring all supplies are available to you to sanitize your area. Replenish hand sanitizers, soap dispensers and paper towels throughout the day and sanitize frequently used items (keyboards, computer screens, etc.) as needed.

Personal Hygiene: Perform basic hygiene functions (e.g., showering) immediately upon returning home and place clothing in wash.

APPENDIX D

SALES STAFF TRAINING (COVID-19)

NOTE: All employees should read and understand the COVID-19 Prevention & Response Plan prior to taking this training.

Please abide by the HR policy on reporting all exposures or suspected exposures to Corona virus and undertake self-isolation if needed. If you are sick, please do not come to work and report to HR. Use the CDC Covid-19 Screening Tool to determine if health condition is OK to go to work.

Posters: Review the following

PPE: Always wear face mask and use nitrile gloves when exchanging paperwork. Read the poster on how to remove and discard gloves and how to use disposable masks. If you are using a homemade mask, wash daily.

Wash Hands: Wash your hands every time you remove gloves. Replace gloves whenever you damage or tear them. Hands must be washed with soap for 20 seconds under running water. Wash your hands before and after eating lunch.

Six Foot Distancing: Stay 6 feet away from all employees and customers. You may have to wait to complete your work if the space you are about to enter is occupied.

Shared Spaces: Minimize time spent in enclosed spaces such as lunchrooms and breakrooms.

Interacting with Customers: Request and encourage customers to use hand sanitizer provided by business and follow 6 feet social distancing measures. Customers must wear face masks while on business premises. Provide masks at no cost to all customers.

Supplies: Your managers are responsible for ensuring all supplies are available to you to sanitize your area. Replenish hand sanitizers, soap dispensers and paper towels throughout the day and sanitize frequently used items (keyboards, computer screens, etc.) as needed.

Personal Hygiene: Perform basic hygiene functions (e.g., showering) immediately upon returning home and place clothing in wash.

Test drives: Contact your Sales Manager to determine policy and procedures for test drives at the dealership. Follow all policies and procedures adopted by the dealership.

Customer Appointments: Stagger to minimize crowding. Prior to customer visits, employees must communicate the following with customers.

- Physical distancing is in effect at our facility.
- Upon arrival customers may have to wait in their vehicles for their appointment with staff and take visual cues.
- Limited capacity in the showroom area and must wait so as to maintain 6-foot social distancing.
- Additionally, we are offering curbside delivery or pickup as well as moving sales and agreements to remote/digital platforms as feasible.

Outdoor sales are preferred, depending on weather conditions. Employees are prohibited from the use of any handshakes and similar greetings that break physical distance. Our policy provides special accommodations for vulnerable populations such as seniors (65+ years old) and disabled people.

APPENDIX E

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

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 (use Borrower Car Agreement)

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>

APPENDIX F

CLEANING & SANITIZING GUIDELINES

Background: Current evidence suggests that coronavirus may remain viable for hours to days on surfaces made from a variety of materials. NIH research indicates that the virus is estimated to be alive in aerosol form for 3 hours, cardboard for up to 24 hours and plastic & stainless steel for up to 3 days. The research is changing on this matter. Cleaning of visibly dirty surfaces and contact points followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air. Facility will contact professional company to sanitize and shut down work areas, as necessary.

Purpose: This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

Definitions

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection after Suspected/Confirmed COVID-19 Cases in the Facility Timing and locations

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilation to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- **Seek professional help for area sanitization. Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons,** focusing especially on frequently touched surfaces.
- If it has been more than 7 days since a suspected/confirmed COVID-19 case in the facility, additional cleaning and disinfection is not necessary according to the CDC.

How to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using detergent/soap and water prior to disinfection.
- For disinfection, common EPA-registered household disinfectants should be effective.
 - A list of EPA-approved products for use against the virus that causes COVID-19 is available on the [EPA](#) website. Follow manufacturer instructions for concentration, application method, contact time, etc. of cleaning and disinfection products.
 - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring surface contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleaner. Unexpired household bleach, properly diluted, is effective against coronavirus. Bleach solution are is effective for disinfection up to 24 hours.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#) and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- To minimize the possibility of dispersing virus, do not shake dirty laundry.

- Wash items in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

- **Staff should wear disposable gloves and aprons for all cleaning processes/tasks, including handling trash. The risk of exposure to custodial staff is low.**
 - Gloves and gowns should be compatible with the disinfectants being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and the risk of splash.
 - Gloves and gowns should be donned and removed carefully to avoid contamination to wearer surrounding area. Be sure to **clean hands** after removing gloves.
 - Coveralls, aprons, or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Custodial staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- **Custodial staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands properly with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

Additional Considerations for Employers

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19. Management should contact outside professional company to sanitize as required.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on

what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor/manager. The General Manager will contact the local health department following a COVID-19 case at the facility. **The health department will provide guidance on what actions need to be taken.**

- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).

APPENDIX G

SYMPTOM REVIEW & TEMPERATURE SCAN LOG

DEALERSHIP: _____ DEPARTMENT: -

EMPLOYEE COMPLETING LOG _____ DATE _____ TIME

NOTE 1: Employee completing symptom review and temperature scan must wear mask, face shield and gloves. Entering employees must wear face mask. Maximize distance from the employee to the range of infra-red thermometer. Use thermometer per manufacturer guidelines.

NOTE 2: Ask employee to run CDC COVID-19 Screening Tool to determine if they are OK to work. If the employee has not completed, the manager or other employee can run the screening tool. Alternately, the facility may use the same set of questions as the CDC App for every employee prior to each entry.

NOTE 3: If an employee registers "Not OK," direct the employee to a predesignated spot for isolation. Inform HR and act per dealership policy.

EMPLOYEE NAME temperature/symptom)	TEMP BELOW 100.4F?	SYMPTOM REVIEW (Write "OK/Not OK" Do not record
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

11. _____	_____	_____

12. _____	_____	_____

13. _____	_____	_____

14. _____	_____	_____

- 15. _____
- 16. _____
- 17. _____
- 18. _____

APPENDIX H

**QUESTIONS & CONCERNS
ABOUT COVID-19?**

WE HAVE AN OPEN-DOOR POLICY TO ADDRESS HEALTH & SAFETY CONCERNS.

WE BELIEVE YOUR INPUT IS IMPORTANT FOR MINIMIZING CORONAVIRUS EXPOSURE. PLEASE CONTACT ANY OF THE STAFF BELOW WITH YOUR INPUTS.

Service Manager _____ Phone #/email

Parts Manager _____ Phone #/email

Business Manager _____ Phone #/email

General Manager _____ Phone #/email

COVID-19 Coordinator _____ Phone #/email

County Public Health _____ Phone #/email

APPENDIX H

EMPLOYEE ACKNOWLEDGMENT FORM

My signature below attests to the fact that I have received a copy of the *COVID-19 Prevention & Response Plan* and that I will read and comply with the document. If I have any questions, I will contact my manager.

I understand that compliance with the *Plan* is a condition of my employment.

Employee Name _____

Signature _____

Date _____

Department Manager Name _____

Signature _____

Date _____

Note: Form must be saved in employee files in HR.