

COVID-19 General Checklist for Automobile Dealerships and Rental Employers

July 2, 2020

This checklist is intended to help automobile dealerships and rental employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Automobile Dealers and Rental Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- Update the plan as necessary to prevent further cases.



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- Proper use of cloth face covers, including information in the [CDPH guidance](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use face coverings and all necessary PPE.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Communicate to customers that they should use face covers, practice physical distancing, frequently wash their hands with soap, use hand sanitizer, and not touch their face.
- Remind customers to bring a face covering and provide them to people who arrive without one.
- Display a set of rules at entrance(s) that are to be a condition of entry, including instructions to use hand sanitizer, wear face coverings, maintain physical distance, avoid unnecessary touching of surfaces, contact information for the local health department, and changes to services. Whenever possible, the rules should be available digitally and include pictograms.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable working surfaces between shifts or between users, whichever is more frequent.
- Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff assisting customers.
- Provide hand sanitizer dispensers throughout showrooms, lobbies, and service areas, for use by customers and workers.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).

- ❑ Dedicate workers to sanitize vehicles returning from rental and test drives as well as other high-touch surfaces in lobbies, showrooms, and offices.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Use protective barriers such as disposable mats and seat covers when using vehicles, such as during test drives and moving returned vehicles.
- ❑ Adjust or modify store hours to provide adequate time for regular deep cleaning.
- ❑ Install hands-free devices if possible.
- ❑ Encourage the use of debit or credit cards by customers.
- ❑ Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.
- ❑ Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- ❑ Implement measures to separate all persons by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or workers should stand).
- ❑ Install barriers such as Plexiglas, where feasible, in areas where physical distancing cannot be maintained.
- ❑ Increase distances between tables/chairs in showrooms and waiting areas to ensure physical distancing.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Place additional limitations on the number of persons in enclosed areas like supply closets to ensure at least six feet of separation.
- ❑ Redesign office spaces, cubicles, etc. to ensure workspaces allow for six feet between employees.
- ❑ Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ❑ Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.
- ❑ Adjust maximum occupancy rules based on the size of your facility to limit the number of people in a store, office, or showroom at one time, to no more than 50% maximum occupancy.
- ❑ Provide a single, clearly designated entrance and separate exit to help maintain physical distancing, wherever possible.
- ❑ Allow only one customer in vehicles during test drives with the worker sitting in opposite back seat.
- ❑ Encourage customer appointments and request that customers follow physical distancing and face cover recommendations while waiting for service using visual cues or ask customers to wait in their vehicles.
- ❑ Offer curbside delivery or pickup and move sales and agreements to remote/digital platforms as feasible.

- Discontinue shuttle services.
- Require employees to not use handshakes and similar greetings that break physical distance.

