DEALERSHIP GUIDANCE: Plan and Respond to Coronavirus (COVID-19)

Awareness is crucial in protecting yourself and your employees.

**Symptoms**
Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill. Reported symptoms include fever, cough, and shortness of breath. The CDC believes symptoms of Coronavirus may appear in as few as 2 days or as long as 14 after exposure. Thorough handwashing and use of hand sanitizer and limiting contact with potential contaminated items is considered best practice.

**Prevention Strategies**
- Wash hands frequently with soap and water for at least 20 seconds.
- If soap and water aren’t readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with those who are ill.
- Clean and disinfect common areas and frequently touched surfaces.
- Cover your coughs and sneezes with a tissue or sleeve, not your hand.
- Know the symptoms and consult your doctor if you have them.

**Protect Dealership Employees, Customers, and Your Store**
- Ensure employees are trained to identify hazardous conditions related to the epidemic or other health and safety concerns, how to mitigate these concerns, and communicate questions or problems to leadership.
- Establish a continuity plan for employee absenteeism and consider flexible schedules or telecommuting.
- Utilize teleconferencing or online meetings in place of large, in-person gatherings.
- Compile contact information for employees’ emergency contacts, clients, the public health department, and police/fire/paramedics.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

**ENCOURAGE EMPLOYEES WHO ARE ILL TO STAY OUT OF THE WORKPLACE.**

*For more information visit CDC.gov/coronavirus*