



DEALERSHIP GUIDANCE: COVID-19 Dealership Daily Sanitation Checklist

Sanitation is crucial in protecting yourself, your employees and your customers.

- Employees who feel unwell, or who have been exposed to a person testing positive for COVID-19, should stay home and seek medical attention.
- Customers should use digital payment options whenever possible.
- Masks and disposable gloves need to be worn, distributed, and changed.
- Have hand soap, sanitizer, and sanitizing products readily available for employees and any customers.
- Designate 6-foot distances with signage, tape, or other means to allow for adequate social distancing between employees and customers in lines. Discourage handshaking and close contact.
- Establish separate operating hours for elderly and other vulnerable populations.
- Cleaning should be conducted regularly throughout the day.



DAILY SANITATION CHECKLIST



<i>Thoroughly Clean and Disinfect</i>	<i>Date</i>	<i>Initials</i>
Tools and equipment		
Work area surfaces		
Waiting areas and bathrooms		
Display vehicle doors, handles, and interiors		
Building doors, door handles, light switches, and windows		
Computer equipment and mobile devices		
Equipment control panels		
Safety gear		
Mop floors, clean and vacuum rugs and floor mats		

Consult [CDC.gov](https://www.cdc.gov) for the latest guidance on business and workplace mitigation recommendations.