



COVID-19 Dealership Operations Checklist

From customer and employee infection to the threat of regulatory penalties and lawsuits, dealerships are facing many risks associated with COVID-19.

The coronavirus is not going away in the short-term and dealers need to put strategies in place to protect the health and safety of your employees and customers. Establishing a coronavirus response plan and thoroughly training employees can demonstrate that your dealership has put forth a "good faith effort" to regulatory agencies like OSHA.

A comprehensive and effective COVID-19 response plan starts with a thoughtful operating strategy. Below is a list of the key items that your dealership should account for and act on as part of your COVID-19 operating strategy.

Want a comprehensive and turnkey COVID-19 solution so that you can stay in lockstep with the latest coronavirus guidance and regulations? [Learn about KPA's COVID-19 Safety Program.](#)

Check out our **COVID-19 : Coronavirus Resource Center** where we are sharing free EHS expertise and best practices.

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Tasks Checklist

Task	Action Item
1 Appoint a COVID-19 coordinator and pandemic response team	<ul style="list-style-type: none"> ♦ See if your Safety Committee or Safety Coordinator can reprioritize their directives
2 Identify where and how employees may be exposed to COVID-19	<ul style="list-style-type: none"> ♦ Determine exposure risks for each position ♦ Set appropriate control measures
3 Develop an Infectious Disease Preparedness and Response Plan	<ul style="list-style-type: none"> ♦ Contact KPA if you're interested in learning about our Infectious Disease Preparedness and Response Plan templates
4 Account for Personal Protective Equipment	<ul style="list-style-type: none"> ♦ OSHA is temporarily allowing the same employees to reuse face masks ♦ Consider cloth face masks
5 Reduce transmission	<ul style="list-style-type: none"> ♦ Have symptomatic employees stay home
6 Implement social distancing practices	<ul style="list-style-type: none"> ♦ To the extent possible, maintain 6 feet of separation between people ♦ Consider flexible schedules
7 Practice proper workplace hygiene	<ul style="list-style-type: none"> ♦ Wash hands for 20 seconds ♦ Avoid touching your eyes and face ♦ Sneeze into your elbow; cover coughs
8 Help sick coworkers access resources	<ul style="list-style-type: none"> ♦ Explain available leave types and paid sick leave, if applicable ♦ Remind workers about your Employee Assistance Program if you have one

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9 Plan how to operate if absenteeism rises	<ul style="list-style-type: none"> ♦ Review leave, attendance, and employee incentive policies so that sick workers stay home and healthy ones come to work ♦ Crosstrain employees where possible
10 Maintain a healthy work environment	<ul style="list-style-type: none"> ♦ Increase engineering controls, such as increased ventilation and greater outdoor air circulation ♦ Consider staggering start/stop times ♦ Post signs to remind employees about hand washing and other best practices ♦ Install physical barriers where appropriate ♦ Try touchless controls for faucets and drinking fountains
11 Increase cleaning, disinfecting, and sanitation	<ul style="list-style-type: none"> ♦ Do a deep clean of your facility before employees return ♦ Use EPA-approved COVID-19 disinfectants ♦ Wipe high touch surfaces, such as time clocks, throughout the workday
12 Advise employees about work travel precautions	<ul style="list-style-type: none"> ♦ Employees should self-assess their health and symptoms before traveling
13 Modify meetings and business interactions	<ul style="list-style-type: none"> ♦ Avoid shaking hands ♦ Do activities online ♦ Postpone large group gatherings ♦ Use small group teams who can work semi-independently
14 Record confirmed COVID-19 cases as reportable illnesses in accordance with OSHA criteria	<ul style="list-style-type: none"> ♦ Enforcement depends if there's objective evidence that a COVID-19 employee outbreak is work related and employees provided information to the employer



KPA's COVID-19 Safety Program

KPA's mission is to identify, remedy, and prevent workplace safety, health, and compliance risks. KPA has developed a comprehensive COVID-19 Safety Program to help dealerships operate safely during this pandemic—and ensure your business stays compliant with federal, state, and local regulations.

KPA's COVID-19 Safety Program includes policies templates, checklists, facility audits, award-winning training, and more. Plus, our team of certified safety and compliance experts are available to customize your COVID-19 Safety Program. With 30+ years of experience and 100+ certified EHS experts, KPA is here to help you minimize coronavirus risk so you can focus on what's important—your core business.

For more information
visit www.kpa.io
or call 866.356.1735.