



July 2020

COVID-19

BUSINESS PROTOCOLS AND RISK CONTROL FOR AUTO DEALERSHIPS

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Steer Through Epidemic & Economic Recovery

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COVID-19 | Business Protocols and Risk Control for Auto Dealerships

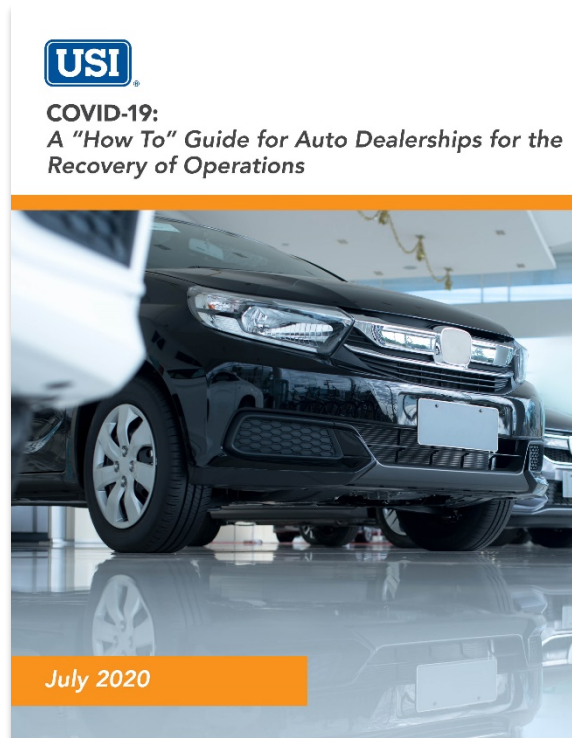
Agenda

- COVID-19 “How To” Guide for Recovery of Operations
- COVID-19 Checklists Specific to Auto Dealerships
- Risk Management Center (RMC)
- Additional COVID-19 Training Materials and Resources

How will COVID-19 impact auto dealerships and how can you best mitigate this risk?

COVID-19 “How To” Guide for Recovery of Operations

USI has developed a step-by-step guide to assist Auto Dealerships in the development of plans, policies, and protocols, to support them during their recovery process [USI’s COVID-19 “How To” Guide for Auto Dealerships for the Recovery of Operations](#).




Defining a success path to recovery will require a well thought out plan customized to the dealership’s specific operations.

- Prepare for Reopening/Recovery
- Assess the Risk
- Prepare the Workforce
- Prepare the Workspace
- Manage Physical Distancing Environment
- Implement the Reopening
- Prepare to Adjust & Respond Accordingly

COVID-19 “How To” Guide for Recovery of Operations

Our [downloadable checklists](#) can be modified for your specific needs. Managers can ensure all tasks and items are assigned, completed, and recorded, to increase compliance and help protect your dealership from liability.



COVID-19 Business Protocols Checklist for Auto Dealerships

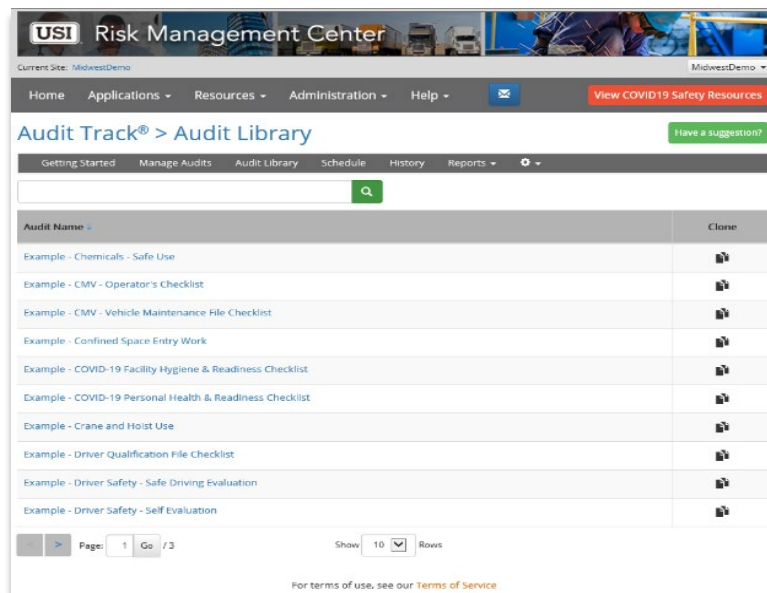
Completed By: _____
Date Completed: _____ Supervisor: _____

No.	Item Description	Response			Action	
		Yes	No	N/A	Corrective Action	Remarks
1.	Have you prepared a COVID-19 preparedness and response plan in accordance with OSHA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Is a COVID-19 preparedness and response plan available at your headquarters and work sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Are workers present on premises restricted to no more than is strictly necessary to perform the in-person work permitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Are you promoting remote work to the fullest extent possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Are you keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Are you increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Are there policies in place to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Are you implementing any other social distancing practices and mitigation measures recommended by the Centers for Disease Control & Prevention (CDC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Are face coverings required for employees and patrons prior to entry into the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- [Reopening: Administration Guidelines](#)
- [Recommended Measures for Reopening Facilities](#)
- [Recommended Measures for Protecting Employees and Guests](#)
- [Worker Training Requirements](#)
- [Reopening: Auto Dealer Checklist](#)

Risk Management Center (RMC)

USI's online RMC resource has been designed to assist clients in **successfully training, tracking, and reporting COVID-19 protocols**. This allows clients to mitigate liability and illustrate compliance to all industry, federal, state and local orders.



Features/Highlights

- Ongoing audit tracking to assure compliance with time/date stamp.
- eLearning for employees on COVID-19 training and safety protocols, with time and date stamp.
- Incident tracking and OSHA reporting.
- Ready to print and use COVID-19 posters.

Additional COVID-19 Training Materials and Resources

- COVID-19 General Awareness Training
- Centers for Disease Control & Prevention (CDC) Fact Sheet – Preventing the Spread of COVID-19
- Coronavirus and Workplace Hygiene- Training Short (in English & Spanish)
- CDC – Don't Spread Germs at Work poster (English & Spanish)
- CDC – Handwashing Sign (English & Spanish)
- CDC – Handwashing: a Corporate Activity poster
- COVID-19 – Do Not Enter if You Have Symptoms sign
- COVID-19 – Stand 6 Feet Apart sign
- COVID-19 – Wash Hands Upon Entry sign
- COVID-19 – Eliminate the Spread – Workday Flowchart poster
- COVID-19 – How it Infects and Spreads poster
- COVID-19 – How to Use Chemicals Safely poster
- COVID-19 – Please Wear a Face Mask sign
- COVID-19 – Prevention Practices – Why Soap is Better poster

NOTE: Please check the [CDC website](#) for the most current materials, as they are being updated regularly. Other listed items are available on USI's Resource Management Center.



Additional Resources

For additional resources, tools, information, and links, please visit our COVID-19 resource page at

www.usi.com/public-health-emergencies