

Dealer Advisory

April 9, 2020



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Governor's "Stay Home, Stay Safe" Order Extended

Car and truck sales have been granted an exemption...with strict restrictions

Governor Whitmer has released Executive Order [2020-42](#) that replaces and extends the original "stay home, stay safe" order that was set to expire on Monday, April 13th. The new EO goes into effect on April 9, 2020 at 11:59 pm and extends the stay home order through April 30, 2020 at 11:59 pm. **An exemption for vehicle sales becomes effective on April 9, 2020 at 11:59 pm.**

The new order includes the following statement:

Section 9(i) For purposes of this order, critical infrastructure workers also include: Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

- [Governor's press release](#)
- [Executive Order 2020-42](#)

Important Notes

Dealership showrooms must remain closed and should have signs on the showroom doors stating something to the effect of: **Showroom is closed to the public. For sales or leases of vehicles, please contact us at [phone], [email], or visit us online at [website].** ([sample Word doc](#))

Showrooms are closed to in-person traffic. Dealerships may conduct sales transactions by internet or phone. Delivery of vehicles may be set up at a location agreed upon by the customer and dealership. Any final paperwork or "wet" signatures can be completed at this time.

Repair facilities may remain open. This new order does not change anything related to dealership repair facilities. Automotive repair and maintenance components of a dealership can still remain open for in-person work, so long as that work is done in accordance with the order.

This is **not** business as usual. This is our opportunity to show the governor, our legislative leaders and the people of Michigan that dealerships can provide these transactions in a safe manner, following all Michigan and CDC guidelines. **Your actions will be monitored very carefully .***

SOS Processing of Vehicle Sales Transactions

- **CVR dealers:** most transactions can be properly administrated through CVR: plates transferred or issued, registrations issued and RD-108 completed, and completed paperwork mailed to the SOS following the normal process.
- **Non-CVR dealers:** transactions that cannot be completed through CVR will require special arrangements. Dealers must complete the proper paperwork, hold the paperwork, and email a copy of each completed RD-108 to MADA's Debbie Stapleton-Korn at dkorn@michiganada.org. The SOS will then reach out to the dealership with more instructions.
- **Whether the transactions are processed via CVR or the branch office, there will be a**

delay in the title being mailed to the end user.

We thank Governor Whitmer for understanding the needs of the residents of Michigan. New vehicle dealers sell “mobility” and that is what Michiganders need today in order to get to work, procure food, medicine and health care. This will allow us to help meet those needs.

Please take this new ability for limited sales seriously; strictly follow all CDC guidelines, continue social distancing and continue required cleaning and sanitizing.

* We remind dealers that the Michigan Department of Health and Human Services (MDHHS) director filed emergency rules with the Secretary of State's office to enforce the governor's orders and issue fines. Chiefs of police, sheriffs, and other local law enforcement leaders are authorized and encouraged by both MDHHS and the attorney general to **investigate potential violations** of the "stay home, stay safe" orders. ([*Press release from the state*](#))

Necessary Steps to Follow the New Order

Dealers must implement strict guidelines for sales professionals and delivery personnel to complete vehicle sales.

- Dealerships may conduct sales transactions by internet or phone. (Customers **must not** enter the dealership showroom.)
 - Provide employees the ability to work remotely to the greatest extent possible.
 - Delivery of vehicles should be scheduled at an agreed upon location, such as an outdoor lot, or a customer's home, office or field work location. Delivery location must be carefully chosen to ensure that social distancing can be maintained in accordance with CDC guidelines.
 - Prior to delivery, vehicles should be thoroughly sanitized. If the vehicle is driven to a delivery location away from the dealership, the vehicle should again be cleaned after the delivery person exits the vehicle.
 - A "wet" signature is required when delivering the vehicle, therefore, properly sanitize the pen before use. Place the paperwork in clean packaging when providing to the customer.
 - Wet signatures are required on all mileage affidavits. For new cars this is the MCO or mileage certificates. For used vehicles the Title serves as the mileage affidavit. RD-108s are allowed to be signed electronically.
 - Dealers would be advised to give each worker involved in the sales and leasing process an authorized Critical Infrastructure Worker letter. This will allow them to have authorization to travel to and from work and for delivery. ([sample letter](#), Word doc.)
 - Delivery personnel should follow all Michigan and CDC guidelines.
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Additional Resources

Centers for Disease Control and Prevention

- [CDC Coronavirus Main Information Portal](#)
- [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#)
- [Cleaning and Disinfection Recommendations](#)

U.S. Department of Labor, Occupational Safety and Health Administration

- [Guidance on Preparing Workplaces for COVID-19](#)
- [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to COVID-19](#)

Michigan Department of Health and Human Services

- [Interim Recommendations for COVID-19 Community Mitigation Strategies](#)

Please feel free to contact DADA at (248) 643-0250 or MADA at (800) 292-1923 if you have any questions. As more information becomes available we will update dealers.

*This advisory has been prepared in conjunction with
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