

Dealer Advisory

May 14, 2020



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Dealers Must Develop a COVID-19 Preparedness and Response Plan Prior to Reopening

As Governor Whitmer continues to phase-in the reopening of Michigan's economy, dealers should have their own plan for what that reopening will look like at their dealership. Have you created a plan to open showrooms (when granted approval) in a manner that is safe for employees and customers -- one that follows CDC, OSHA and Michigan guidelines?

Section 11(a) of Governor's Whitmer's [Executive Order 2020-77](#) states that businesses, operations, and government agencies that remain open for in-person work must, at a minimum:

- *Develop a COVID-19 preparedness and response plan, consistent with recommendations in [Guidance on Preparing Workplaces for COVID-19](#), developed by the Occupational Health and Safety Administration and available [here](#). Such plan must be available at company headquarters or the worksite.*

Optional Template for Your Preparedness & Response Plan

To help businesses develop this preparedness plan, Colombo & Colombo, PC has created a template that dealerships may choose to reference. This template is based on CDC and OSHA guidance. **It must be tailored to the unique needs of each dealership.** (Do not adopt as-is.)

- [Sample preparedness template](#) (Word doc)

It is important to note that this is just a template - each dealer should work with his or her legal professional or other consultant to tailor it to the specific needs of each dealership. Dealers should also be prepared to follow through with anything that is included within their final version of the preparedness and response plan.

Guidance for Preparing Workplaces

The following resources have been mentioned in past advisories. We are putting everything together in one advisory so dealers have a stand-alone resource for information. These links, and many others, are also on the [MADA Coronavirus Toolkit](#) web page.

General Guidance, Covering Various Topics to Consider

These links cover various items to consider as you are reopening and operating during this heightened time of awareness and concern. Topics include cleaning, workplace safety, HR issues and more.

- U.S. DOL & OSHA -- [Guidance on Preparing Workplaces for COVID-19](#) (referenced by the governor in her executive order)
- Governor Whitmer -- [MI Safe Start Plan](#) (see last two pages for best practices for controlling the spread in the workplace)
- NADA Guide -- [Safely Operating your Dealership During a Pandemic](#)

- NADA FAQ -- [Dealership Health and Safety Concerns During A Pandemic](#)
- Fisher Phillips -- [Post-Pandemic Back-To-Business FAQs For Employers](#)

While not "back to business" specific, the [NADA Coronavirus Hub](#) is also an excellent resource for information about federal government advocacy, regulatory compliance, business operations and informational webinars.

Cleaning & Disinfecting Your Workplace

Frequent cleaning will be required. Perform thorough cleaning in high traffic areas such as showrooms, waiting areas, break rooms, etc. Frequently disinfect commonly used surfaces, including counters, credit card machines, touchscreens, doorknobs, armrests, toilets, handwashing facilities, door handles, vehicle keys, and vehicles displayed in the showroom. Provide disposable wipes as needed. Ensure hand sanitizer is available and provide soap and water, tissues, and no-touch disposal receptacles for use by employees and customers.

- EPA & CDC -- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses...](#)
 - EPA & CDC -- [Cleaning and Disinfecting Decision Tool](#) (infographic)
 - CDC -- [Additional guidance for cleaning and disinfection, including when someone is sick](#)
 - EPA -- [Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#)
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Workplace Posters

U.S. DOL -- [Families First Coronavirus Response Act Notice \(mandatory poster\)](#)

Dealers may have previously emailed this notice to employees, as it had an April 1 notification requirement. It should also be posted at your dealership, in a conspicuous location where it is easily visible to all employees.

OSHA -- [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#)
OSHA has issued a poster listing steps all workplaces can take to reduce the risk of exposure. The poster was recently made available in [13 languages](#).

Fisher Phillips -- [Sample COVID-19 Sign For Front Door of Company Facility](#)
Model notice you can display at your entrance to discourage sick visitors from entering.

Spatial Changes to Consider

It will be necessary to implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand).

Fisher Phillips suggests that employers consider adapting the physical workplace to permit social distancing to be implemented to the extent feasible. If you have shared office arrangements, open floor work sites, or close common areas where employees are likely to congregate and interact, consider reconfiguring these spaces. You also should continue to encourage telework whenever possible and feasible with business operations.

Following are just a few of the additional considerations for soft, nonpermanent, spatial changes in the workplace prior to reopening:

- Partitions between those who may directly interact with the employees;
- Separating employees who work in adjacent cubicle spaces;
- Removing every other chair in break areas and lunchrooms;
- Adding partitions to tables where employees congregate during breaks;
- Providing hand sanitizer stations outside each restroom and each door that is commonly touched or used;
- If possible, arrange for pick-up and drop-off delivery of packages to be done outside.

Employee Screening

It will be of critical importance to **encourage employees to stay home if they feel sick**. It will also be important for managers or supervisors to be observant.

Stay informed of guidance on emerging [COVID-19 symptoms](#), pay attention to your employees and take action if someone appears to have acute respiratory illness symptoms. These individuals should be separated from other employees and sent home immediately.

The governor references "daily symptom diaries" in the MI Safe Start Plan. Dealers may need to have symptom questionnaires completed for each employee, every day they are in the office. (Some county health departments already require this. Check with your County Health Department to determine if they have issued an emergency order or other guidance.)

The Society of Human Resources Management has an [Employee Health Screening Form](#) that dealers may want to consider. A number of Michigan health departments have developed a [Workplace Checklist](#) and [Workplace Screening](#) form (examples from Ingham County).

CDC also has an FAQ section on [reducing the spread of COVID-19 in workplaces](#).

Suspected or Confirmed Case of COVID-19. Now What?

If there is a suspected or confirmed case at your dealership, the next steps are important to minimize potential spread. The following links provide valuable information.

- NADA Blog -- [An Employee Has COVID-19 Symptoms or Tests Positive...Here's What to Do](#)
- Fisher Phillips -- [4-Step Plan For Handling Confirmed COVID-19 Cases When Your Business Reopens](#)
- CDC FAQs -- [Suspected or Confirmed Cases of COVID-19 in the Workplace](#)

Additional Topics to Consider

Fisher Phillips -- [EEOC Offers Guidance To Employers Preparing To Reopen Their Workplaces](#)

The Equal Employment Opportunity Commission (EEOC) has provided additional guidance for employers restarting and ramping up their businesses. The guidance addresses likely restart issues relating to testing, confidentiality of medical information, reasonable accommodations, and pandemic-related harassment.

Fisher Phillips -- [5 Things to Consider When Maintaining Telework During COVID-19 And Beyond](#)

If your company has rushed to implement a temporary remote work practice to accommodate the sudden need for social distancing, or if you have seen the benefits of telework and now choose to maintain what was initially intended as a temporary remote work plan, this article will provide you guidance on the long-term maintenance of remote work plans.

Personal Protective Equipment & Other Items

Dealers have reached out, asking for recommendations for products that may be needed to support the health and safety of employees and staff. **While we do not endorse any specific products**, we are aware of the following companies that provide materials dealers may want or need during this time. Please reach out to the individual companies directly for more

information.

- Face masks -- R.J. Roberts & Co. Dealer Apparel
 - [Washable multi-layer cotton mask](#)
 - [Daily face covers](#)
- Face Masks -- [Mirabel Promotions](#)
- Social distancing signage -- [40 Visuals](#) (Spring Lake)
- Social distancing signage -- [Capital Imaging](#) (Lansing)
- Various products -- [Reynolds & Reynolds](#)
- Desktop barrier for in-person interactions -- [TW Sneeze Guards](#) (see image)



TW SNEEZE GUARDS
Attractive barriers to help minimize the spread of germs

Michigan showrooms will soon be open again for customer traffic, but the way we interact will undoubtedly be different. A Michigan dealer has developed an attractive and easy-to-clean acrylic barrier that can help employees and customers feel more comfortable with in-person vehicle sales and service transactions.

Thick, 1/4" acrylic with a 2" gap underneath for passing paperwork and keys. (Similar products are 1/8")

The unobtrusive design allows for comfortable interaction between staff and customers.

Barriers are 24" in height and come in three widths to fit various showroom layouts and desk sizes.

Todd Wenzel Automotive developed TW Sneeze Guards to support the health and safety of their service department employees during the COVID-19 crisis. As showrooms are beginning preparations to reopen, these barriers can help provide protection from germs spread during in-person employee/customer communications. They are also a visual display to customers that your dealership is taking extra steps to make the sales transaction safer and more comfortable for everyone during this time.

The dealership would like to offer these TW Sneeze Guards to other dealers who may be interested. Pricing is as follows:

- 24" x 24" for \$98, plus tax
- 24" x 36" for \$128, plus tax
- 24" x 48" for \$118, plus tax

Delivery charges apply, or you may pick up your order in Grand Rapids.

ToddWenzel
For more information or to place an order, contact:
Matt Andrzajewski
Service, Parts & Collision & Appearance Center Director
matt@toddwenzel.com
Phone 616-975-3649

TW Sneeze Guards | Todd Wenzel Buick GMC of Grand Rapids | 2727 28th St SE, Grand Rapids, MI 49512

Seller disclaims all warranties in connection with the product, express or implied, as to any matter whatsoever, including without limitation description, quality, design, performance, specifications, condition, merchantability, and fitness for any particular purpose. Additionally, the seller states on occasion, express or implied, that the product will protect or prevent the spread of any infectious disease, virus, or disease of any kind, including without limitation, COVID-19.

Please feel free to contact DADA at (248) 643-0250 or MADA at (800) 292-1923 if you have any questions.

*This advisory has been prepared in conjunction with
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