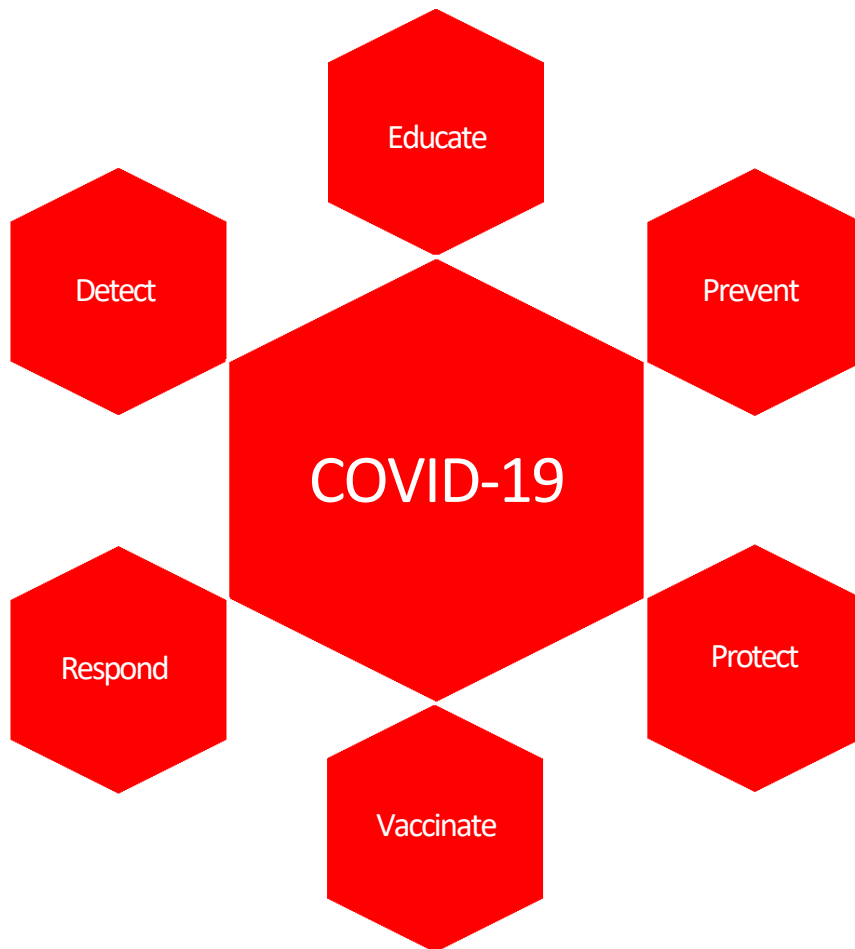


MacCaa Cars



COVID-19 Prevention and Response Plan

PLAN OVERVIEW

The information contained in this Dealership COVID-19 Prevention and Response Plan represents the Dealership's plan to detect, prevent and respond to the COVID-19 pandemic based on the California Department of Public Health's and Cal OSHA's COVID-19 ETS, as well as guidance issued by the U.S. Center for Disease Control and/or other applicable public health agencies.

COVID-19 symptoms can vary significantly, and there is still uncertainty as to the long-term impact of COVID-19 infection. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death.

Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely to occur when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not currently available. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19. Examples of these workplaces include retail facilities, long-term care facilities, prisons, food production facilities, warehouses, meat processing plants, and grocery stores.

It is essential that we all take every possible step to ensure the safety of our employees and the public. Key prevention practices may include:

- Physical distancing to the maximum extent possible (minimum of 6 feet), especially where there is a high risk of exposure is always a good idea for prevention;
- Indoor use of face coverings for employees and customers/clients is optional;
- Frequent handwashing and regular cleaning and disinfection;
- Daily self-administered symptom checks; and
- Training all employees on these and other elements of our COVID-19 Prevention & Response Plan.

In addition, this Plan outlines our processes to identify new cases of illness in the dealership and, when they are identified, implement our plan to intervene quickly and work with public health authorities to halt the spread of the virus.

Our Plan will change from time to time as new guidance is received from government officials and health care professionals.

PURPOSE OF PLAN

This Plan provides processes and practices to support a safe, clean environment for our employees, customers, and vendors. The guidance in this Plan is not intended to be exhaustive, as it does not include all county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA website. CDC has additional guidance for businesses and employers. While this Plan addresses many important issues, no one can anticipate every possible future scenario. It's intended to provide you with processes, practices, and guidelines.

Please use common sense in avoiding contact with others in the workplace where possible and in preventing the spread of COVID-19.

The Dealership maintains an open-door policy and invite those interested to share any questions, inquiries, or concerns so we can openly discuss and address them.

This Plan sets forth practical recommendations and guidelines including:

- Guidelines for setting up a COVID-19 response team;
- Personal hygiene in the workplace;
- Personal Protection Equipment (PPE), safety protocols and suggestions for the workplace;
- Cleaning and disinfecting procedures;
- Social distancing strategies; and
- Protocols for isolating employees who become ill at work.

COVID-19 TEAM AND TEAM CAPTAIN

The Dealership has established a COVID-19 Prevention and Response Team led by the Dealership's COVID-19 Team Captain. The Team Captain and the Team are to carry out the procedures and practices of this Plan to provide for the well-being of our employees, customers, and vendors.

Team Captain

Responsible for overseeing the Dealership's Prevention and Response Plan, which includes:

Social Distancing Protocol

Ensure that social distancing guidelines for employees and customers are adhered to where appropriate or where required by federal, state and/or local guidelines.

Communication & Training

Manage all related communications, training, and responses to any COVID-19 situation.

Protective Equipment and Supplies

Secure all necessary equipment and supplies to protect employees and customers. K95 or KN95 masks are available without cost upon request to the Business Office.

Symptom and Vaccine Status

Ascertain and document (through document review, copying and/or self-attestation) the vaccination status and reported symptom status of employees, maintaining the confidentiality of all related records.

COVID-19 TEAM AND TEAM CAPTAIN

Here is our COVID-19 Team Leadership,
whom you should contact with questions or concerns:

Team Captain – GM

Sanitation/Disinfection

Protective Equipment & Supplies

Notifications/Communications

Human Resources

HEALTH AUTHORITY CONTACT INFORMATION

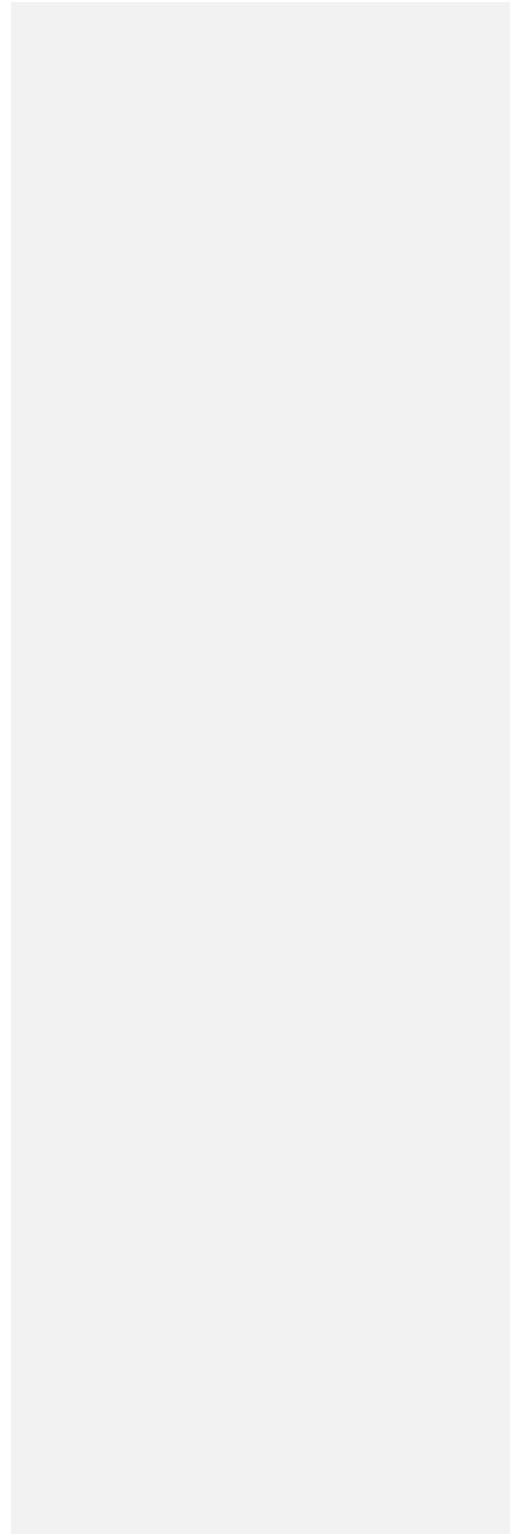
[INSERT CONTACT INFORMATION FOR STATE, COUNTY, AND LOCAL HEALTH AUTHORITIES]

TRAINING AND INSTRUCTION

We are committed to providing effective employee training and instruction including:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that (a) COVID-19 is an infectious disease that can be spread through the air; (b) it may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; and (c) an infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, optional face coverings, and increased ventilation indoors decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a N95 or KN95 respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators.
- Employees using respirators will be trained according to section 5144(c) requirements, including the following:
 - The necessity of the proper use of respirators, including proper placement of straps against the head and checking face seals;
 - Regular disposal of disposable respirators; and
 - Procedures for regularly evaluating the effectiveness of the program.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Because COVID-19 is an airborne disease, only N95s/K95s and more protective respirators can protect the users from airborne disease
- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.



REQUIRED PROTECTIVE EQUIPMENT AND SUPPLIES CHECKLIST

Masks

- Customers and Vendors without their own masks will be provided with disposable masks upon request.
- Employees may choose to use a face covering while indoors in the workplace or in a vehicle with others. This may be a washable cloth mask covering the nose and mouth or a disposable mask.
- Face coverings—including N95 Respirators—will be provided to any employee upon request, regardless of vaccination status.
- Face covering requirements may vary widely from time to time and from jurisdiction to jurisdiction.
- Masks must be worn in the following circumstances:
 - Outbreak situations
 - Following asymptomatic close contact exposure (discussed later)
 - Healthcare settings, correction/detention facilities, and homeless and emergency shelters and centers

Gloves

- Touch flex/Surgical Nitrile Gloves are available when requested

Infrared Thermometer

- Available for no-touch verification of temperature of employees and vendors to check for temperature above 100.3

Hand Sanitizer

- Sanitizer with minimum 60% ethyl alcohol or 70% isopropyl alcohol

Hand Soap

- Antibacterial Soap located in all hand-washing areas

TRAVEL RESTRICTIONS AND NOTIFICATION REQUIREMENTS

Travel restrictions and recommendations introduced during the pandemic have, in many cases, been removed or relaxed. But even if there are no state-wide restrictions in place, Employees should be aware of any local requirement that may remain or be (re)introduced.

Employees are recommended to follow Travel Guidelines, including:

- Limit all business travel only to essential business requirements. Essential travel does not include manufacturer product launches, factory/industry meetings, or meetings that could be conducted by phone/conference.
- Consult with your manager if you are unsure about the criticality of any upcoming travel.

Outside of work, employees may travel at their own discretion. We do, however, require all employees to inform the dealership's Team Captain of any international travel, including travel on a cruise ship.

PREVENTION OF INFECTION

The following procedures and equipment should be used to protect you, fellow employees, vendors, and customers that enter our dealership:

Wash Hands

With Soap and Water Wash your hands frequently with soap and warm water, scrubbing with the soap for 20 seconds

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound after using the toilet
- **After** changing diapers, or cleaning up a child who has used the bathroom
- **After** touching an animal, animal food, or animal waste
- **After handling pet food or pet treats**
- **After** touching garbage, blowing your nose and/or sneezing or coughing
- If your hands are visibly dirty or greasy

Employees or customers who elect to wear a face covering when not required will be permitted to do so, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Gloves and Hand Sanitizer

Gloves and Hand Sanitizer are provided to anyone who desires to use them

Wearing Disposable Gloves

- **DO** Change gloves when heavily soiled or torn
- **DON'T** touch surfaces such as door handles, keyboards, etc., with contaminated gloves
- **DO** Dispose of used gloves appropriately in an approved receptacle
- **DON'T** touch your face or adjust masks or gloves with contaminated gloves

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- **DO** wash hand thoroughly before and after glove use
- **DON'T** remove one glove and then pull the other glove off by the fingertips
- **DON'T** reuse disposable gloves once they have been removed

Using Hand Sanitizer

- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Put enough sanitizer on your hands to cover all surfaces
- Rub your hands together until they feel dry. This should take around 20 seconds
- Do not rinse or wipe off the hand sanitizer before it is dry; it may not work well against germs.

ACCOMMODATING HEIGHTENED RISKS

PROCEDURES FOR ACCOMMODATING EMPLOYEES WITH MEDICAL OR OTHER CONDITIONS FOR INCREASED RISK OF SEVERE COVID-19 ILLNESS

Consistent with OSHA requirements, the Dealership makes every effort to accommodate employees who have medical or other conditions for increased risk of severe COVID-19 illness. In the event Dealership personnel believe they have medical or other conditions creating increased risk of severe COVID-19 illness, they are encouraged to contact their Team Leader or Human Resources. The goal will be to consider whether there are reasonable accommodations that would eliminate or reduce the risk of exposure so that it would be safe for the employee to remain in or return to the workplace while still permitting performance of essential job functions.

If an employee with a medical or other condition causing increased risk of severe COVID-19 illness requests an accommodation the Dealership may discuss with the employee:

- How the condition creates a limitation. The Dealership may request medical documentation of a condition that is not obvious, including health records or prescriptions if doctors are difficult to reach.
- How the requested accommodation will effectively address the limitation.
- Whether another accommodation could solve the issue.
- How the proposed accommodation will enable the employee to continue performing the job's essential functions.

The goal of this procedure is to find a way, through discussions between the employee and the Dealership, to return the employee to work while still performing the essential job functions.

Accommodations for employees with increased risk of severe COVID-19 illness may include additional or enhanced protective gowns, masks, gloves, or other gear beyond what the Dealership may generally provide to employees in the workplace. Accommodations also may include additional or enhanced protective measures, for example, erecting a barrier that provides separation between an at-risk employee and coworkers and the public or increasing the space between an employee with increased risk and others. Another possible reasonable accommodation may be elimination or substitution of particular "marginal" functions—less critical or incidental job duties as distinguished from the "essential" functions of an employee's particular position.

In addition, accommodations may include temporary modification of work schedules, if that decreases contact with coworkers and the public when on duty or commuting, or moving the location of where one performs work, for example, moving work areas to provide enhanced social distancing or limiting exposure to high-traffic areas.

IDENTIFICATION OF HAZARDS

The Dealership encourages all personnel—employees and any on-site vendors or others—to participate in the identification and evaluation of potential COVID-19 hazards. All personnel should be familiar with their surroundings and be attentive to possible weak links in our approach.

This includes, for indoor locations, evaluation of how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission.

Anyone who becomes aware of a condition they believe may be a COVID-19 hazard is both encouraged and required to bring it to the attention of the Response Team Captain or other Response Team Member or Dealership manager. [Likewise, we ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.](#)

SOCIAL AND PHYSICAL DISTANCING

While Social Distancing requirements imposed with initial COVID-related protocols have been largely relaxed, some distancing is still appropriate in populated indoor areas or where infection is a more serious risk. For example, six-foot distancing is appropriate where individuals have had a close contact exposure to an individual with a known case of COVID-10.

In addition, employees are reminded that many individuals—regardless of vaccine status or other mandatory distancing requirements—have become accustomed to social distancing standards and will continue to choose to follow them even in the absence of any mandate. We encourage all employees to be sensitive to any such preferences (whether spoken or unspoken) and work to maintain comfortable distance between individuals in the workplace.

Social Distancing Means:

- Stay at least six feet apart from coworkers and customers whenever feasible
- Follow guidelines on occupancy limitations that have been modified in response to COVID-19
- Use digital platforms when available
- Avoid congregating with co-workers

Social Distancing with Customers:

- Avoid handshakes or similar greetings
- Encourage customer appointments and have customers practice physical distancing while waiting for service
- Limit passengers in the vehicle during test where possible.

SOCIAL AND PHYSICAL DISTANCING

Social Distancing Includes Physical Distancing

- Why do we practice physical distancing as part of our Social Distancing Protocol?

Health officials believe that COVID-19 spreads among people who are in close contact (within about 6 feet) for an extended period. This spreading of infection occurs when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the eyes, mouths or noses of people in close proximity with one another. The droplets can also be inhaled into the lungs.

Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19, as well as children who may not show any symptoms.

Physical distancing is an important measure for stopping the spread of COVID-19 both at work and off work time

Physical distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone (even those persons who are up to date on all vaccinations) can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Structural Measures to Reduce Contact with Others

Measures can include:

- Visual cues (*e.g.*, floor markings, colored tape, or signs to indicate where workers and/or customers should stand).
- Adjusting meetings to ensure physical distance and conducting smaller individual meetings at facilities
- Restricting common areas where personnel are like to congregate
- Staggering employee breaks to maintain physical distancing
- Adjusting maximum occupancy rules based on the size of the facility (capacity limits should be low enough to ensure physical distancing)

SERVICE DEPARTMENT

Do not allow congregating in customer waiting lounge.

Try to encourage electronic signatures where possible from customer (email, etc.).

Checklist

- Inform customers before they come to the dealership about the dealership's COVID-19 procedures.
- Inform customers how we disinfect their vehicles.
- Observe 6-foot social distancing between customers and service advisors
- Use photo-estimating as much as possible to contact customer outlining needed repairs.
- Minimize touch points such as tablets, pens, credit cards and keys.
- Complete payments electronically
- Do not reuse pens until they can be disinfected

PARTS DEPARTMENT

Checklist

- Observe 6-foot social distancing between customers and parts counterperson
- Tape off distance area on ground or by other means of demonstrating distancing.
- Minimize physical contact with customers (e.g., use tablets, pens, credit cards, parts scanners, keyboards).
- Enable online ordering with online payment and notification of curbside pickup.
- Offer contactless delivery services for local area.
- Designate a shelf or bin for each technician to expedite storage of needed parts and eliminate social contact.

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The COVID-19 team must verify that necessary items are being done using an audit list or form. HR Hotlink contains the Audit Tool to create the daily audit.

At the very least, the team must confirm that all employees do a self-check of symptoms prior to starting work.

KNOW THE SYMPTOMS

COVID-19 Symptoms may appear 2–14 days after exposure to the virus.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness

Symptoms identified by the CDC include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

PRE-SHIFT SCREENINGS

The Dealership requires pre-shift self-symptom screenings for all workers at the beginning of their shift.

STAY HOME IF SICK

Encourage employees to stay home, call a healthcare provider if they have symptoms.

Employees should NOT come into work before speaking with the Designated Response Team Member if the employee is experiencing:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Or if they or someone they live with have been diagnosed with COVID-19 and employee is symptomatic

WHEN TO SEEK MEDICAL ATTENTION

Seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

***This list is not all possible symptoms.
Please call your medical provider for any
other symptoms that are severe or
concerning to you.***

Call 911 if you have a medical emergency

Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

SYMPTOMATIC EMPLOYEES OR CUSTOMERS

If an employee or customer is (or becomes) symptomatic of COVID-19, it is important that they be sent home immediately.

Symptomatic employees should be asked to return home and isolate until the “return to work” criteria have been satisfied.

INVESTIGATION OF EXPOSURES

COVID-19 exposures are defined by Cal-OSHA regulations as a “close contact” exposure to a COVID-19 case, which includes being within six feet of an individual with COVID-19 for a cumulative total of 15 minutes or more during any 24-hour period within or overlapping with the “high-risk exposure period” for that individual. The High-Risk Exposure Period for a person who develops COVID-19 symptoms is the period beginning two days before first developing symptoms and continuing until ten days after symptoms have passed, provided there have been at least 24 hours without fever (without fever-reducing medication) and other symptoms have improved. For those not showing symptoms, the High-Risk Exposure Period is from two days before until ten days after the sample was collected for their first positive COVID-19 test.

COVID-19 Exposures are evaluated without regard to the use of most face coverings by either individual involved in a potential exposure.

Employees properly wearing approved Respirators (e.g., N95 or KN95) at all times during an exposure will not be required to quarantine unless they develop symptoms

Identifying the COVID-19 Exposure and the High-Risk Exposure Period

In the event of a COVID-19 Exposure, the Dealership will attempt to determine the date and time that the COVID-19 Case was in the workplace and when any exposures may have taken place.

The Dealership will, where possible, identify the time periods during which the COVID-19 Exposure may have happened, including when the affected individuals were in the workplace, as well as their activities and all locations within the workplace which may have been visited by the COVID-19 Case during the High-Risk Exposure Period. This will require the Dealership to determine the parameters of the High-Risk Exposure Period for the affected individual.

Determining who may have been affected by a potential Exposure

In investigating the timing and location of potential COVID-19 Exposures, the Dealership will seek to identify any individual(s) who may have come into Close Contact with the COVID-19 Case during the High-Risk Exposure Period. This will generally include discussions with affected individuals and those identified as potentially affected.

[We ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.](#)

RULES AND REGULATIONS ARE REGULARLY UPDATED

Watch out for Potentially Confusing Changing Information

Because of the wide variety of federal, state, and local government and health department officials involved in overseeing COVID-related restrictions in many aspects of pandemic life, and because of the ongoing scientific evaluation of an increasing array of data regarding the virus and its behavior, changes to existing exclusion recommendations and requirements may be done periodically. Because of this, the Dealership works hard to ensure that its COVID-19 response operates under the most recent applicable standards, which may not be the most recent limits publicized in news media sources.

If you hear of modified standards you think may be applicable, contact the COVID Response Team Leader for Clarification

RETURNING TO WORK

Employees should contact Human Resources prior to returning to work to advise that they have met one of these criterion for their return, and to discuss

Documentation that may be required prior to return to Dealership premises.

People who have COVID-19 symptoms and are suspected to have COVID-19 or who have tested positive with COVID-19 can return to work, after confirmation from Human Resources, if the applicable criteria below have been satisfied.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation and return to work when they have met the following criteria:

Standard Return to Work Standard:

- At least 10 days have passed since symptoms first appeared; and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Improvement shown in respiratory symptoms (e.g., cough, shortness of breath)

Accelerated Return to Work Option:

- At least 5 days have passed since symptoms first appeared;
- Fever has resolved without the use of fever-reducing medications; and
- Test taken at least five days after symptoms appeared and test is negative (antigen test recommended).

If self-administered, photo proof of the test may be required by the dealership

- Accelerated return requires individual to wear a well-fitting mask around others for the remainder of the ten-day standard return to work period
- A positive test after five days (or no such test taken) requires satisfaction of Standard Return to Work Criteria

Persons with COVID-19 who have not exhibited symptoms and were directed to care for themselves at home may discontinue isolation and return to work when they have met the following criteria:

Standard Return to Work Standard:

- At least 10 days have passed since the initial COVID positive test was sampled; and,
- No COVID symptoms have appeared

Accelerated Return to Work Option:

- At least 5 days have passed since the initial COVID positive test was sampled; and
- Test taken at least five days after initial positive test and subsequent test is negative (antigen test recommended)

If self-administered, photo proof of the test may be required by the dealership

- Accelerated return requires individual to wear a well-fitting mask around others for the remainder of the ten-day standard return to work period
- A positive test after five days (or no such test taken) requires satisfaction of Standard Return to Work Criteria

Persons in close contact exposure to someone with COVID-19 during that individual's high-risk transmission period may continue to work without quarantine if they are asymptomatic and wear a well-fitting mask and social distance for 10 days. Persons in close contact who become symptomatic or who test positive for COVID-19 must isolate **themselves at home and may return to work when when they have met the** return-to-work criteria noted above for those who experience symptoms or who test positive without symptoms.

RETURN TO WORK EXAMPLES

- **Employee tests positive on January 1 despite no symptoms or known exposure** (e.g., required to test prior to travel)
 - Standard Return to Work Criteria call for 10-day quarantine from January 1 test sampling, provided no symptoms appear
 - Accelerated Return to Work option allows rapid testing on or after January 5. If negative, Employee may return to work on January 6 (or later), provided he or she wears a well-fitting mask through the end of the original 10-day quarantine when around others
- **Employee is exposed to a COVID-positive person (e.g., family member) and employee becomes symptomatic.** Symptoms first appeared on January 1, the positive COVID test was sampled on January 2, and the family members do not isolate from each other
 - Employee must quarantine for 10 days from the latest close-contact exposure to the COVID-positive family member during that individual's high-risk transmission period

That high-risk transmission ends when that individual would be permitted to discontinue isolation (e.g., after 10 days without the accelerated option, or after 5 days if symptoms have resolved and a negative test is taken on or after the 5th day)
 - If the symptoms for the COVID-positive family member resolve by January 5 and a follow up test sampled that day is negative, then the high-risk transmission period would end on January 5, triggering the 10-day countdown under the Standard Return to Work Criteria commencing on January 6, with a return set for January 16, assuming no symptoms develop in the Employee.
 - If the Employee tests negative on January 10 (the 5th day following the last high-risk transmission period exposure), the Accelerated Return to Work option would permit the Employee to return to work on or after January 11, provided he or she wears a well-fitting mask through the end of the original 10-day quarantine when around others.
 - If neither the family member nor the employee receive the negative test to cut short exposure and quarantine periods, the employee would be unable to return until January 21, even if no symptoms are present.

- **Employee exposed to COVID-positive co-worker on January 11; employee has no symptoms initially** but observes a fever and persistent cough beginning on January 15
 - Employee need not quarantine prior to symptoms, although employee must test within three to five days following exposure to COVID case. Employee must wear a mask for 10 days following exposure.
 - Once symptoms are experienced on January 15, employee must isolate for up to 10 days from symptom onset, subject to Accelerated Return-to-Work option requirements (testing negative on or after the 5th day permits return to work after the 5th day).
 - Appearance of symptoms changes exclusion from quarantine to isolation, with the 10-day targeted return now pushed back to January 26.
 - If Employee's fever is no longer present and the cough improving, Employee may test on or after January 19; if negative result, Employee may return on January 20 provided he or she wears a well-fitting mask through the end of the original isolation period (January 26).

EXCEPTIONS TO QUARANTINE FOR CLOSE CONTACT EXPOSURE

There are no exclusion exceptions for individuals who develop COVID, whether symptomatic or asymptomatic. These individuals must isolate to satisfy either the Standard or Accelerated Return to Work criteria.

- **Asymptomatic Employees.**

Employees who have had a close contact exposure but do not become symptomatic do not have to quarantine and may continue to work provided the employee wears a well-fitting mask for a period of 10 days. Such employee should test for COVID-19 within three to five days of exposure.

- **Recent COVID-19 Recovery**

Employees who have had documented cases of COVID and recovered within the last 90 days need not quarantine despite close-contact exposure to a COVID case.

- **Employees Wearing Respirators**

Employees who were properly wearing an approved Respirator (e.g., N95 or KN95) at all times during what would otherwise be a close-contact exposure (i.e., within 6 feet of a COVID-positive case for 15 minutes or more during a 24-hour period) are not under any obligation to quarantine. This requires that the employee received proper training on the fitment and use of the respirator under OSHA rules.

To qualify for this exception, Respirators must be worn as instructed, and individuals must be trained in their proper utilization

If you have any symptoms of COVID-19 notify the COVID-19 Team Captain immediately and contact a health care professional for advice.

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OUTBREAKS AND TESTING

An "Outbreak" is three or more COVID-19 cases among employees in an "exposed group" within a 14-day period. If there is an Outbreak, we will exclude all employees who had close contact where required. We will also ensure all employees in the exposed group are tested for COVID-19; will repeat the testing one week later; and will continue to make tests available to employees at least weekly until the workplace no longer qualifies as an outbreak. Also, all employees in the exposed group regardless of vaccination status must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.

A "Major Outbreak" is where 20 or more COVID-19 cases in an "exposed group" occur within a 30-day period. In addition to the requirements list under "Outbreaks" above, we will ensure all employees in the "exposed group" are tested for COVID-19 at least twice weekly until there are no new cases detected for a 14-day period. We will also offer respirators to all employees, regardless of vaccination status, to use on a voluntary basis. Where respirators are not worn, employees must be separated in the exposed group from other persons by at least six feet where feasible. We may also consider halting all or part of operations to control the virus if deemed necessary by our dealership.

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VACCINATION RECOMMENDATION

This Dealership strongly recommends that all employees keep up to date on COVID-19 vaccinations.

All employees will be asked to disclose their vaccination status.

Why Do We Strongly Recommend Employees Stay Up to Date on Vaccinations?

Federal, State, and local health directives may vary in social distancing, face covering, and quarantine rules, depending upon whether an individual is vaccinated or not. As a result, the Dealership needs to collect vaccination status information from its employees so that it may properly implement its health and safety rules pertaining to COVID-19.

Answering vaccination status questions are mandatory but disclosing your health information, including your vaccination status, is voluntary.

Please note that you are required to provide accurate information about your vaccination status, or alternatively you may decline to provide your vaccination status. If you decline to provide information about your vaccination status, we will be required to assume you are unvaccinated for purposes of our health and safety procedures which may affect various aspects of your work environment.

Vaccinations can help to prevent serious illness and/or death, especially in those persons who have co-morbidities. You are required to provide truthful information in response to your vaccination status. Failure to do so is considered a violation of our safety policies and may result in discipline up to and including immediate termination from employment. You may also be required to provide proof of your vaccination status (e.g., a copy of vaccine card(s) or other similar official documents confirming vaccination status).

In most circumstances we only require self-attestation of employee vaccination status.

Documentation of vaccination status may be **required**. If an employee refuses to provide vaccination status, the dealership may treat the employee as unvaccinated.

RECORDKEEPING AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Make and keep a record of vaccination status for all personnel. Employees are allowed to decline to state their vaccination status, although all such responses must be treated among those not fully vaccinated. All such records are kept confidential, in keeping with Dealership policy and all requirements.

COMPENSATION AND BENEFITS AVAILABLE TO THOSE REQUIRED TO ISOLATE/QUARANTINE OR WHO BECOME INFECTED WITH COVID-19

Paid Sick Leave Obligations Continue In Limited Circumstances

The Dealership provides paid leave to employees who are required to be excluded from the workplace by Cal/OSHA regulations where the infection or exposure was work-related.

When required by federal and/or state law, the dealership provides COVID-10 Supplemental Paid Sick Leave for up to 80 hours of pay depending upon the circumstances and for the following reasons:

- Subject to COVID-19 quarantine/isolation period by government order or health professional advice
- Attending appointment (for themselves or family member) to receive vaccine or vaccine booster
- Experiencing symptoms, or caring for a “family member” (described later) experiencing symptoms, related to vaccine or vaccine booster
- Experiencing COVID-19 symptoms and seeking medical diagnosis
- Caring for a family member who is subject to COVID-19 quarantine/isolation
- Caring for a child, whose school or place of care is closed/unavailable due to COVID-19

An eligible employee would typically receive pay for the period the employee is excluded, which could be as few as 5 days.

If an employee is out of work for more than a standard exclusion period based on a single exposure or positive test, but still does not meet the regulation's requirements to return to work, the employee may be entitled to other benefits, such as Worker's Compensation benefits, Temporary Disability, Disability, or Paid Sick Leave. Employees may also be entitled to unpaid FMLA/CFRA leave and/or unemployment benefits if they are concerned about returning to work.

Any employee who has had a potential COVID-19 exposure in the workplace will be provided with

- COVID-19 testing at no cost and during working hours. If you believe that you have had a potential exposure and wish to take advantage of this benefit, please contact

_____ at your earliest convenience at
_() _____ or _____@_____.

Other COVID-related benefits

In addition, we would like to inform you of COVID-19-related benefits to which you may be entitled under applicable federal, state, or local laws.

You may be entitled to benefits through the Cal/OSHA ETS Exclusion Pay, State Disability Insurance (SDI) program, Paid Family Leave (PFL), Unemployment Insurance, Workers' Compensation, and any applicable federal, state, and local government Supplemental Paid Sick Leave programs applicable to COVID-19.

More specific information about any of these potential benefits can be obtained by contacting _____ or via resources made available by the State of California such as those at <https://www.labor.ca.gov/coronavirus2019/#chart>

For more information, go to:

Information on Cal/OSHA ETS Requirements

- <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#exclusions>

Information on California's Department of Public Health's Directives

- <https://www.cdc.gov/coronavirus/>
- <https://www.cdph.ca.gov/COVID19/>

OUR PLAN SUMMARY

Management and/or a designated member of the Dealership COVID-19 Team is tasked with ensuring that our dealership takes appropriate measures to meet city, state, and federal guidelines

What the Dealership must do:

- Follow the written plan
- Provide contact info for COVID-19 Team and for local health department
- Train and communicate with all current employees and new hires prior to working
- Regularly audit for compliance and correct deficiencies
- Investigate any COVID-19 illness and update plan as needed
- Identify close contacts of an infected employee and isolate
- Adhere to guidelines of Dealership-provided training

ACKNOWLEDGMENT OF RECEIPT OF PLAN AND AGREEMENT TO COMPLY WITH PLAN

This will acknowledge that I have received and reviewed a copy of the Dealership COVID-19 Prevention and Response Plan.

I also acknowledge that I have been instructed to read the Plan and become familiar with its contents.

I further acknowledge and agree that I will comply with the terms of the Plan as a condition of my employment.

Signature

Date

Printed Name

***Please return the signed acknowledgement to
Human Resources***
