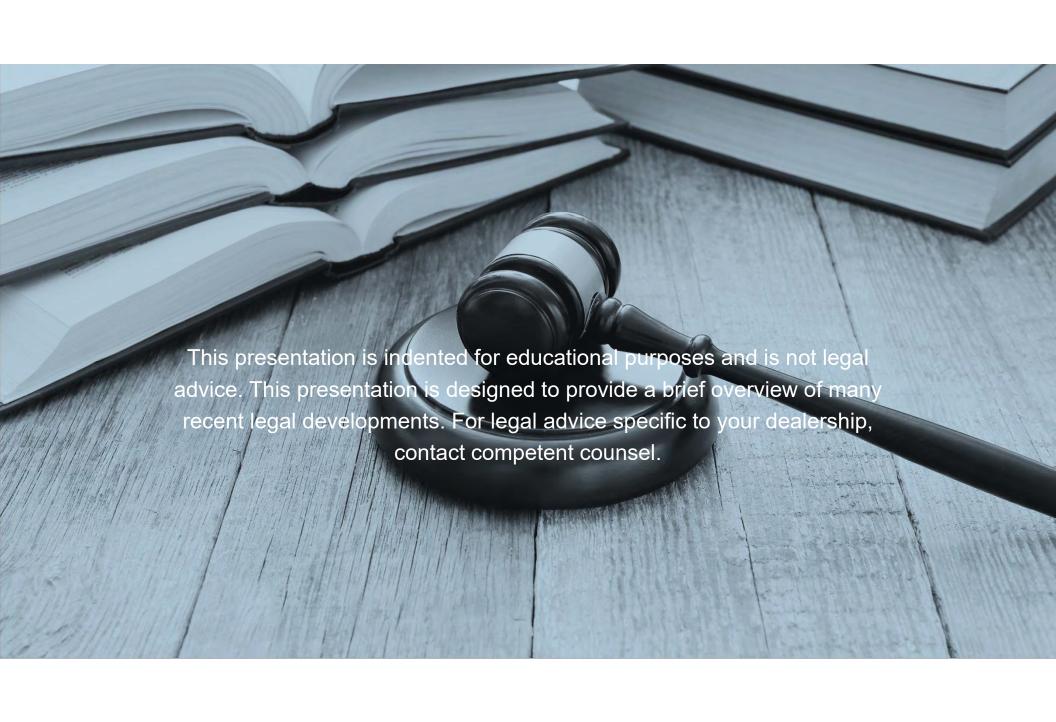


HR HOTLINK COVID-19 COMPLIANCE RESOURCES WEBINAR

MAY 28, 2020

JOHN BOGGS FINE, BOGGS, AND PERKINS LLP



Free Online Resources for CNCDA Members



Legal Updates

To receive copies of occurrents and any legal advice features, to be emailed to you help of charge, you must always the forest when you information and verify that you are a client of hine. Brogs & Pelikins LLP, a current user of the frontine, and or member of the California New Cert Polenies Association, the California Modern of Polenies Association of Pol

https://www.cncda.org/dealer-coronavirus-resources/

https://www.employerlawyers.com/legal-updates/

MEMBER TOOLKIT



Restarting California's New Car Dealerships in the Wake of COVID-19

OVERVIE

This CNCDA Member Toolkit is designed to help dealerships implement new protocols and procedures, ensuring the health and safety of consumers and employees, in the wake of the COVID-19 crisis. This document is not insteade as legal advice, nor is it intended to be comprehensive regarding all COVID-19 compliance matters. Instead, this toolkit is designed as an informational checklist, which includes key resources for critical areas that dealerships need to be aware of as they reopen to the public and begin to resume day-to-day operations. Dealers should also note that while CNCDA intends to use its best efforts to update this document, COVID-19 compliance issues continue to change quickly. For legal advice, contact competent coursel.



Key Resources

- State of California Industry Guidance and Checklist on Auto Dealership
 COVID-19 Operations
- Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus
- Centers for Disease Control and Prevention (CDC) <u>Interim Guidance for</u>
 Businesses and Employers to Plan and Respond to COVID-19

GENERAL REQUIREMENTS

- Obsignate someone at your dealership that is responsible for COVID-19 health and safety compliance.
- Purchase equipment necessary to comply with health requirements (e.g., face masks, touchless body thermometers, hand sanitizers, disinfectant wipes, etc.).

CNCDA COVID-19 MEMBER TOOLKIT

- Contains many helpful resources on issues discussed in this webinar
- Available on CNCDA Comply (www.cncda.org)

DHG
PPP LOAN
FORGIVENESS
FOR AUTO
DEALERSHIPS
WEBINAR

June 3rd 10am - 11am

Now that dealers have applied for, and hopefully received, their PPP Loan, many are turning to what's next. In this webinar, the team from DHG Dealerships will give an update on PPP, the latest FAQs, and the Forgiveness Application and Instructions. Join the team from DHG Dealerships as we dive in and explain what all of this means for you and your Dealership!

Topics to be covered:

- Updated FAQs
- PPP Forgiveness Application Update
- Best Practices
- Common Questions and Concerns.

Register now at https://www.cncda.org/events/

WHAT ARE WE COVERING TODAY?

01

Current Status of Dealership Operations

02

State, Local, and Federal Health Requirements 03

Employment Issues

04

HR Hotlink COVID-19 Compliance Module



CURRENT STATUS OF DEALERSHIP OPERATIONS



Service and Parts Departments — permitted in all jurisdictions



Vehicle Sales — Resuming in-person sales operations in most jurisdictions

The statewide order allows in-person vehicle sales, but dealers must adhere to health guidance (discussed later).

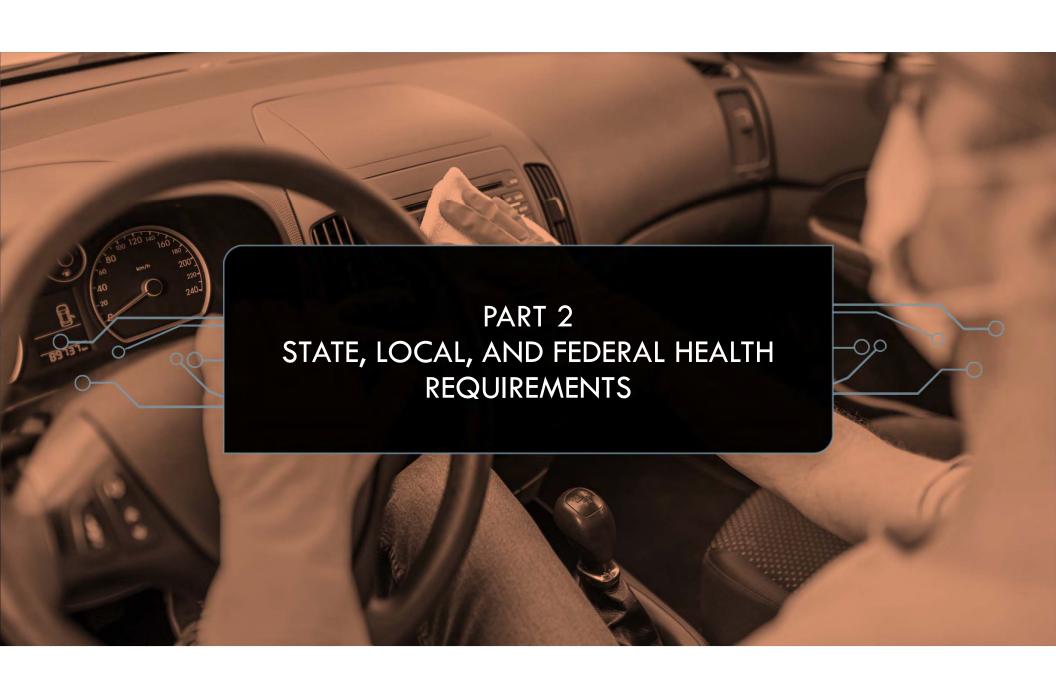
Most counties are allowing dealers to open showrooms and sales lots, albeit subject to social distancing protocols and other operational requirements



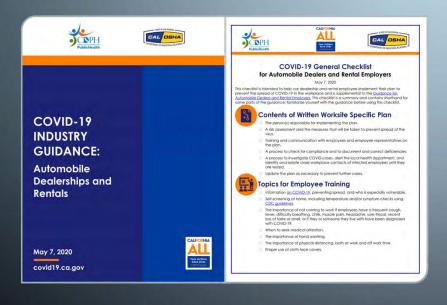
Not Business as usual. Many new requirements and restrictions.



- Bay Area Outdoor Sales
 - Dealerships in the Bay Area (Alameda, Contra Costa, Marin, San Francisco, and Santa Clara Counties) may only conduct in-person sales if they are an "outdoor business"
 - An "outdoor business" is a business where "more than 50% of the total floor area regularly used for product sales was outdoors prior to March 16, 2020."
 - All vehicle sales activities involving members of the public must be done in outdoor spaces where social distancing between all persons can be observed.



STATEWIDE COVID-19 INDUSTRY GUIDANCE AND CHECKLIST: AUTOMOBILE DEALERSHIPS AND RENTALS



- Issued May 7, 2020 by State
 Department of Public Health and
 Cal/OSHA
- All dealerships in California should review the guidance and post a copy of the corresponding checklist.
- https://covid19.ca.gov/industryguidance/









COVID-19 General Checklist for Automobile Dealers and Rental Employers

May 7, 2020

This checklist is intended to help car dealership and rental employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the <u>Guidance for Automobile Dealers and Rental Employers</u>. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Worksite Specific Plan

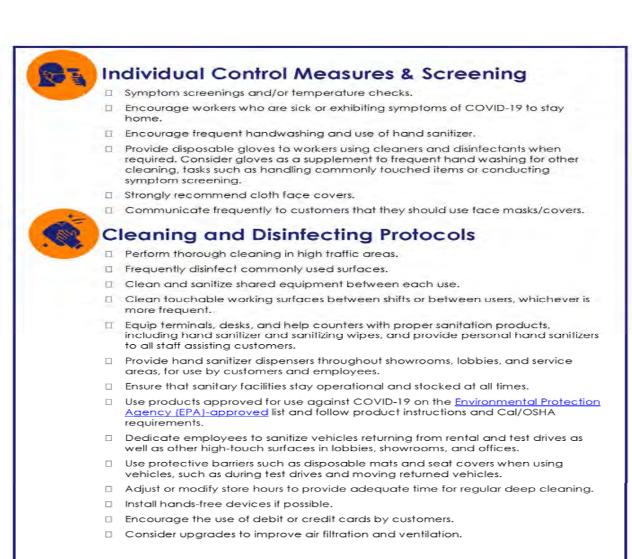
- ☐ The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.



Topics for Employee Training

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC auidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- $\hfill\square$ The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.
- https://covid19.ca.gov/industry-guidance/









Physical Distancing Guidelines

- Implement measures to separate all persons by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand).
- Install barriers such as Plexiglas, where feasible, in areas where physical distancing cannot be maintained.
- Use signage at all entrances and strategically throughout the facility to remind customers of physical distancing and face cover use at every opportunity.
- Increase distances between tables/chairs in showrooms and waiting areas to ensure physical distancing.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Place additional limitations on the number of persons in enclosed areas like supply closets to ensure at least six feet of separation.
- Redesign office spaces, cubicles, etc. to ensure workspaces allow for six feet between employees.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.
- Adjust maximum occupancy rules based on the size of your facility to limit the number of people in a store, office, or showroom at one time.
- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing, wherever possible.
- Ask vendors who must enter the facility to follow physical distancing and to use face covers.
- Allow only one customer in vehicles during test drives with the employee sitting in opposite back seat. Both customer and employee must wear face covers.
- Encourage customer appointments and request that customers follow physical distancing and face cover recommendations while waiting for service using visual cues or ask customers to wait in their vehicles.
- Offer curbside delivery or pickup and move sales and agreements to remote/digital platforms as feasible.
- Discontinue shuttle services.

covid19.ca.gov

 Require employees to not use handshakes and similar greetings that break physical distance.





REQUIRED CHECKLIST FOR DEALERS

- Checklist Overview:
 - Create a COVID-19 Compliance Team and name the Team Leader and assign duties
 - Written Worksite Prevention and Response Plan
 - Much Like an Injury and Illness Prevention Program for COVID-19
 - Sample Provided Free of Charge by Fine, Boggs & Perkins LLP, CNCDA and HR Hotlink
 - Required Employee Training
 - Manager (Supervisor)
 - Employee
 - Sample Provided Free of Charge by Fine, Boggs & Perkins LLP, CNCDA and HR Hotlink
 - Daily Individual Symptom Screening
 - Sample Provided Free of Charge by Fine, Boggs & Perkins LLP, CNCDA and HR Hotlink
 - Cleaning and Disinfecting
 - Physical (Social) Distancing

CREATE COVID-19 TEAM

- The dealership should establish a COVID-19 Prevention and Response Team led by the Dealership's COVID-19 Team Captain. The 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 Has overall responsibility to oversee the Dealership's Prevention and Response Plan, which includes:
- **Social Distancing Protocol-** Ensure that social distancing guidelines for employees and customers are adhered to.
- Sanitization & Disinfection Ensure that daily and periodic disinfection, including routine and deep cleaning procedures are performed at the dealership.
- Communication & Training Works to manage all related communications, training and response to any COVID-19 situation.
- Protective Equipment and Supplies Secures all necessary equipment and supplies to protect employees and customers.
- E.g., COVID-19 Team you can contact with any questions or concerns
 - Team Captain General Manager _____
 - Sanitation/Disinfection _____

 - Notifications/Communications –
 - Human Resources —

IMPLEMENT A WRITTEN COVID-19 DEALERSHIP PREVENTION AND RESPONSE PLAN

- The team members and leader responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.
- A Sample Plan will be provided free of charge so you don't have to recreate the wheel.

[insert name of dealership] Educate Prevent COVID-19 Protect Social Distance DEALERSHIP PREVENTION AND RESPONSE PLAN

PREVENTION PLAN

 HR Hotlink Provides the automated solution now for WRITTEN PREVENTION AND RESPONSE PLAN

EMPLOYEE TRAINING

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- How to identify COVID-19 symptoms and what to do.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
 - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - When to seek medical attention.
- The importance of hand washing, disinfecting and sanitizing work areas.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers and gloves.

COVID-19 MANAGEMENT TRAINING EMPLOYEE TRAINING



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REQUIRED TRAINING

• HR Hotlink Provides the automated solution now for manager and employee training

INDIVIDUAL SCREENING AND RESPONSIBILITY

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- If equipment is required, employers may be required to provide it under the Labor Code.
- Use a symptom check list— available through HR Hotlink,
 Fine, Boggs & Perkins LLP and CNCDA



RECOGNIZING THE SYMPTOMS

- We MAY have exposure! Now what?
 - EEOC has relaxed certain employee privacy rules in light of the pandemic.
 - Employees must self-check if they have symptoms of COVID-19:
 - Dry cough
 - ▶ Fever
 - Shortness of breath or difficulty breathing
 - Muscle pain
 - Headache
 - ▶ Chills

- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

SYMPTOMS CHECKS

- Temperature checks?
 - You can test an employee's body temperature or ask employees to self-check.
 - We recommend the self-check for various legal reasons.
 - Consider it mandatory.
 - Information should be treated as a confidential medical record.
 - Other limits on medical examinations still apply.
 - However, a sample Symptoms Check form is available at www.employerlawyers.com/legal-updates/ and on HR Hotlink for subscribers. You can also download one here
- Continue to keep in mind that many who may spread the virus are asymptomatic, so do not relax other social distancing practices.

SYMPTOMS CHECKS

Dealers must require self-administered symptoms checks of CDC-recognized symptoms.

SYMPTOMS

Cough Or Shortness Of Breath/Difficulty Breathing

Fever Of 100.4 Degrees Or Higher

Repeated Shaking With Chills

Chills

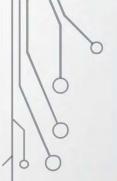
Muscle Pain (new or worsening)

Headache

Sore Throat

New Loss Of Taste Or Smell

Must have way to track and store results and to prove you were doing it, while maintaining privacy and confidentiality of medical information



PROTECTIVE MASKS/FACE COVERINGS

- Updated guidance has shifted from discouragement, to neutral, to recommended, and now in many cases to mandatory.
- The new Industry-Specific Guidance includes broad language "strongly recommending" masks when employees are in the vicinity of others, and directing their use while at work; in offices, showrooms, or other locations; and while in vehicles.
 - Many local jurisdictions go further in requiring masks
 - Even if your jurisdiction does not (yet) mandate masks or face coverings, implementing them will further demonstrate your dealership's commitment to the common goal of social distancing.
- Do not recommend or mandate respirators or similar masks, as those remain in short supply for health-care workers.
- Communicate frequently to customers that they should use face masks/covers.
 - Some counties require them so you should go ahead and plan on it.



- Provide disposable gloves to workers using cleaners and disinfectants when required.
 - Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
 - Gloves are not a substitute for handwashing.
- Train employees on proper use and handling of disposable gloves.

CLEANING AND DISINFECTING PROTOCOLS

- Perform thorough cleaning in high traffic areas.
 - Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
 - Clean touchable working surfaces between shifts or between users, whichever is more frequent.
- Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff assisting customers.
 - Provide hand sanitizer dispensers throughout showrooms, lobbies, and service areas, for use by customers and employees.
- Ensure that sanitary facilities stay operational and stocked at all times.

CLEANING AND DISINFECTING PROTOCOLS

- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Dedicate employees to sanitize vehicles returning from rental and test drives as well as other high-touch surfaces in lobbies, showrooms, and offices.
- Use protective barriers such as disposable mats and seat covers when using vehicles, such as during test drives and moving returned vehicles.
- Adjust or modify store hours to provide adequate time for regular deep cleaning.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.

PHYSICAL DISTANCING GUIDELINES

- Implement measures to separate all persons by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand).
- Install barriers such as Plexiglas, where feasible, in areas where physical distancing cannot be maintained.
- Use signage at all entrances and strategically throughout the facility to remind customers of physical distancing and face cover use at every opportunity.
- Increase distances between tables/chairs in showrooms and waiting areas to ensure physical distancing.

 Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.

PHYSICAL DISTANCING GUIDELINES

- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
 - Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Place additional limitations on the number of persons in enclosed areas like supply closets to ensure at least six feet of separation.
- Redesign office spaces, cubicles, etc. to ensure workspaces allow for six feet between employees.
- Adjust maximum occupancy rules based on the size of your facility to limit the number of people in a store, office, or showroom at one time.

PHYSICAL DISTANCING GUIDELINES

- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing, wherever possible.
- Ask vendors who must enter the facility to follow physical distancing and to use face covers.
- Allow only one customer in vehicles during test drives with the employee sitting in opposite back seat. Both customer and employee must wear face covers.

PHYSICAL DISTANCING GUIDELINES

- Encourage customer appointments and request that customers follow physical distancing and face cover recommendations while waiting for service using visual cues or ask customers to wait in their vehicles.
- Offer curbside delivery or pickup and move sales and agreements to remote/digital platforms as feasible.
- Discontinue shuttle services.
- Require employees to not use handshakes and similar greetings that break physical distance.

LOCAL HEALTH ORDERS

- The State "General Checklist" for Dealerships should be seen as complementing, not replacing, more stringent county-specific orders and protocol forms
 - Check your local order for most current information.
- Employers are responsible to follow both State and local guidance, whichever is more restrictive.
- Chart of local health orders available on CNCDA Comply.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH Countre tos And Public He ORDER OF THE HEALTH OFFICER Appendix A: Social Distancing Protocol Business name: Facility Address: Approximate gross square footage of space open to the public Businesses must implement all applicable measures listed below and be prepared t explain why any measure that is not implemented is inapplicable to the business ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one anot ☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility. B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY) All employees have been told not to come to work if sick. Symptom checks are being conducted before employees may enter the workspace. All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them. ☐ All desks or individual workstations are separated by at least six feet. ☐ Break rooms, restrooms, and other common areas are being disinfected frequently, on the following ☐ Break rooms: ☐ Restrooms: Other: ☐ Disinfectant and related supplies are available to all employees at the following location(s): ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): ☐ Soap and water are available to all employees at the following location(s): Employees are allowed frequent breaks to wash their hands. Safer at Home Order for Control of COVID-19: Page 9 of 11 Temporary Prohibition of All Events and Gatherings and Closure of Non-Essential Businesses and Areas. Revised 4/10/2020



WHAT DO WE DO IF WE BELIEVE ANY EMPLOYEE MAY HAVE BEEN EXPOSED TO COVID-19?

- May we send home individuals who we believe may have been exposed to the virus?
 - If a person traveled to an area with a high infection rate, self-quarantine for 14 days.
 - Critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.
 - A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19.
 - The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.
 - If you observe an individual with COVID-19 symptoms, send them home immediately and require that the meet the "Return to Work" Requirements.

WHAT DO
WE DO IF
WE BELIEVE
ANY
EMPLOYEE
HAS BEEN
EXPOSED TO
COVID-19?

- CDC Guidance: Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:
 - Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work upon entering the facility.
 - Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 - Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
 - Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
 - Do not share equipment or electronic devices.

WHAT DO WE DO IF WE BELIEVE ANY EMPLOYEE HAS COVID-19?

- May we send home individuals who we believe may have the virus?
 - If symptoms are present:
 - If the employee becomes sick during the day, they should be sent home immediately.
 - Surfaces in their workspace should be cleaned and disinfected.
 - Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.
 - Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
 - Those persons should abide by guidelines for exposed individuals listed previously.



- What if an employee tests positive or has symptoms?
 - The infected employee should not return to work and must self-isolate.
 - Person should self-isolate for at least 10 days since the beginning of symptoms.
 - Must wait until 3 days after the fever abates and symptoms diminish without medication.
 - Inform fellow employees who came in actual contact or close contact (within 6 ft. or in a closed space for more than 10 minutes) with the infected employee of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - The fellow employees should follow exposure guidelines listed previously, including then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
 - Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

IF AN EMPLOYEE TESTED POSITIVE OR HAD SYMPTOMS OF COVID-19, WHEN CAN THEY RETURN TO WORK?

Two Options for returning an employee to work:

- Employee tests negative twice (at least 24 hours apart); or
- Employee has been out of work for at least 10 days since the beginning of symptoms, and must wait until 3 days after the fever abates and symptoms diminish without medication— whichever is long.

WHAT DO WE DO IF WE BELIEVE OR ARE INFORMED THAT AN EMPLOYEE IS PARTICULARLY SUSCEPTIBLE TO COVID-19 COMPLICATIONS?

- Employees with pre-existing conditions may be entitled to accommodations such as time off or additional distancing in the workplace.
- Handle like any other disability accommodation.
- Handle discreetly to protect privacy.
- Don't force them unilaterally to go home and not work.
- Follow their health care provider's advice.

REINSTATEMENT ISSUES

- Reinstatement after a Furlough or Layoff raises legal issues
 - Many courts take the position that the furlough or layoff results in a loss of employment and then a "reemployment" of the employee.
 - This break in employment causes serious legal concerns with the enforceability of contracts, agreement, etc. (such as at-will or arbitration) from the prior stint of employment.
 - Failure to properly handle the reinstatement could give rise to serious legal liability and risk.
 - Employers must either get all new hire documents and pay plans resigned at reinstatement or must use a Reinstatement Agreement to protect themselves.
 - HR Hotlink has automated the entire furlough/layoff process and the Reinstatement process to address these issues and protect dealers. Information on HR Hotlink is available at www.hrhotlink.com or though CNCDA's licensed vendor webpage.
 - A sample Reinstatement Agreement is available also available at https://www.employerlawyers.com/legal-updates/.

So let's be real here. Getting everyone back to qualify for PPP loan forgiveness has proven difficult. Why?

- People are making on the average almost \$1000 per week to be home, free of risk from COVID-19, to do nothing and the job search requirement has been all but obliterated.
- People are afraid of coming back to work because they have their own health risks due to conditions that make them more susceptible to COVID-19: e.g., heart conditions, lung conditions, diabetes, age, mental issues (panic attacks, fear, depression) etc.
- People just don't want to be at risk or use it as an excuse to not return even though they have no risk factors based on their age or health.

- People who turn down a new job or their old one because of coronavirus concerns may be able to continue collecting
 unemployment insurance, according to new guidelines from the California Employment Development Department.
- Normally people who turn down a job offer are denied unemployment benefits, unless the position is not "comparable suitable" employment.
- The EDD says a job could be deemed unsuitable if the workplace is not in an "essential sector" or has not met state or county requirements for reopening.
- In other words, an individual "would have good cause to refuse to return to work if the business does not provide an essential job or if the dealership is not following the state and local reopening rules.
- A job offer could be deemed unsuitable if the employee is older than 65, has a weakened immune system or has a chronic health condition that means COVID-19, the coronavirus disease, poses more of a threat.
- The job being offered on recall could also be deemed unsuitable if it pays significantly less than previously.

- EDD Quote: "Even if your employer has complied with the state's requirements for reopening, and any and all government safety regulations, you would have good cause to refuse to return to work if you are at greater personal risk due to higher risk factors as identified by the" California Department of Public Health.
- These factors include being older than 65, having a weakened immune system or having certain serious chronic health conditions, such as heart disease, lung disease or diabetes.
- Nationally, there have been reports of employers having trouble luring back workers on unemployment, especially in states with higher benefits.

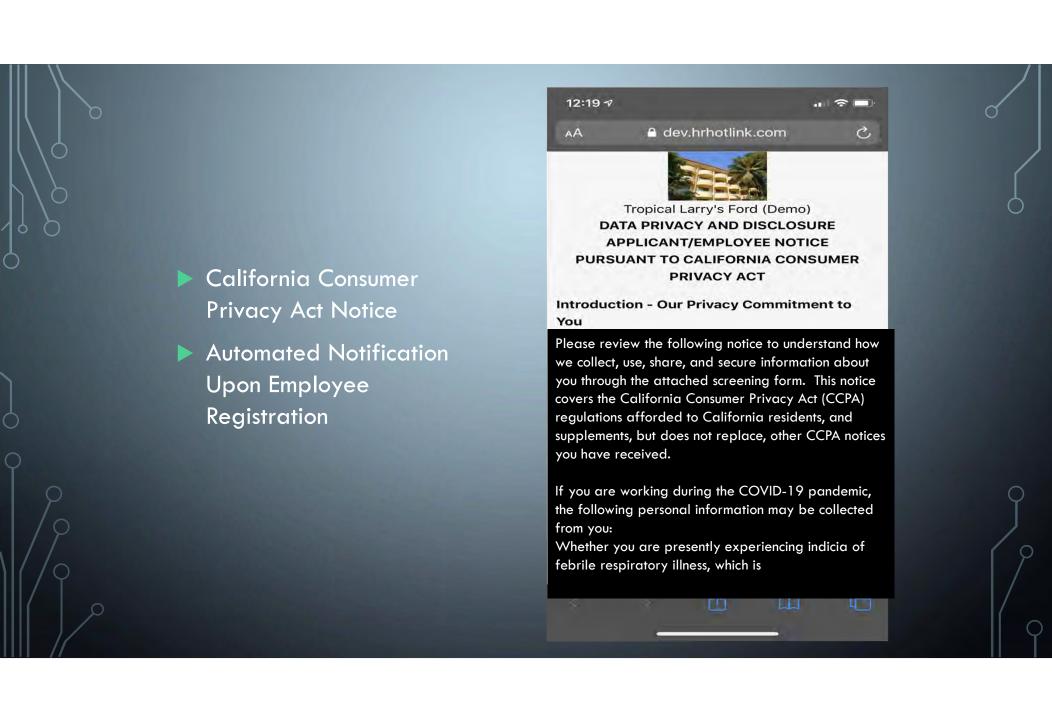
HOW DO WE GET THEM BACK?

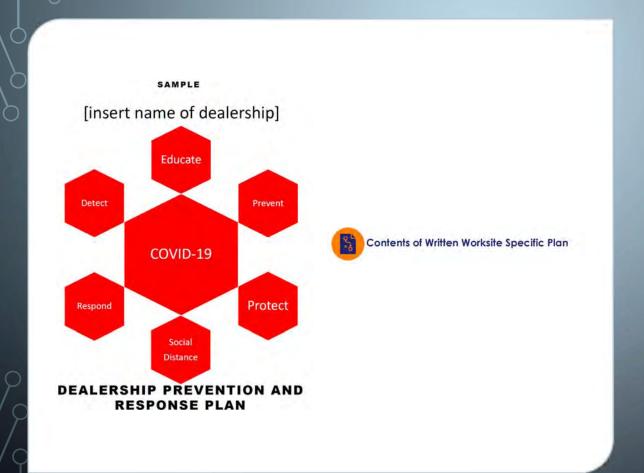
- Put the recall in writing. Give a deadline to report for work
- Inform them that they have the same or substantially similar job, pay and benefits.
 - Doing so may give you a cure to PPP "head count" failures
- Inform them that they may lose their right to unemployment if they turn down the job.
- Inform them that you are following all the rules regarding Reopening Protocol and Social Distancing and have a written plan in place.
- Inform them that they will no longer be considered eligible for recall if they turn down the job and unemployment only lasts until July 31, 2020 and at that time there will be a lot of people seeking any open positions.
- Instruct them that if they don't come back and wish to remain subject to recall they must put their reasons in writing to you and they need to let you know if any health care provider has indicated that they should not return or if they have any condition which prohibits them from returning.
 - This gives you the information you need to know if an "interactive discussion" is required to consider any "reasonable accommodation" for a medical condition.
- A sample recall letter is available also available at https://www.employerlawyers.com/legal-updates/.





- Web-based Compliance
- Individual Secure Access
- Forced Process
- Smart Phone, iPhone, iPad, Tablet, PC Compatible
- Easy-to-Prove Compliance





CREATE AND ELECTRONICALLY VIEW WRITTEN COVID-19 PLAN

 HR Hotlink Provides the automated solution now for WRITTEN PREVENTION AND RESPONSE PLAN

CREATE COVID-19 TEAM

- The dealership should establish a COVID-19 Prevention and Response Team led by the Dealership's COVID-19 Team Captain. The 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.
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- E.g., COVID-19 Team you can contact with any questions or concerns
 - Team Captain General Manager ______
 - Sanitation/Disinfection ______

 - Notifications/Communications —
 - Human Resources –





























































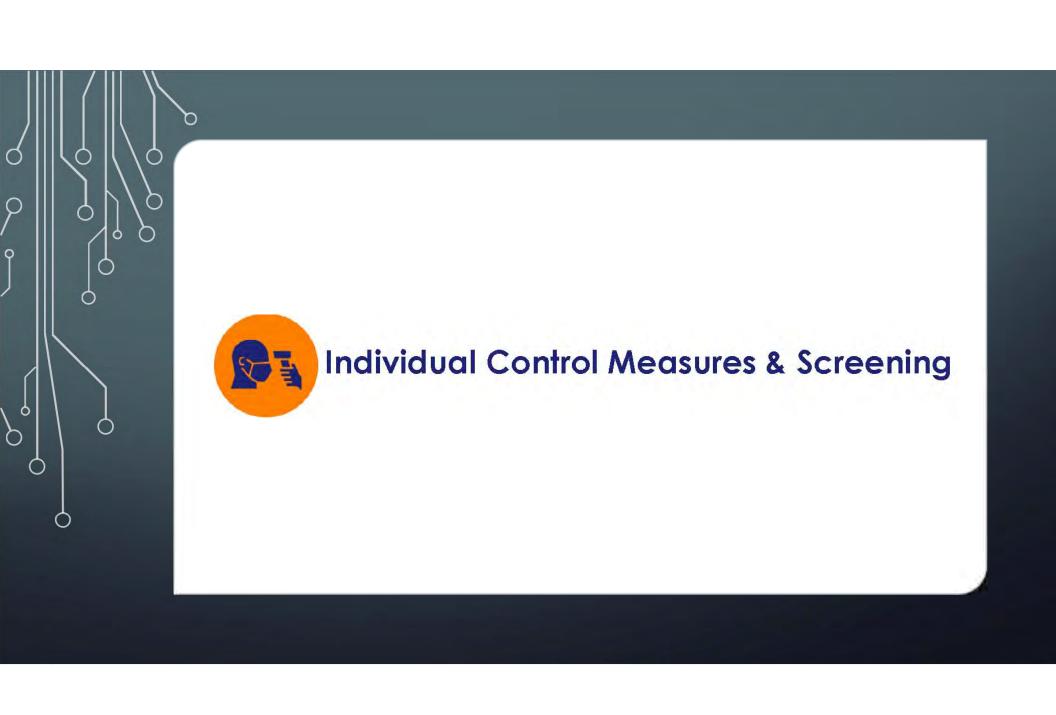


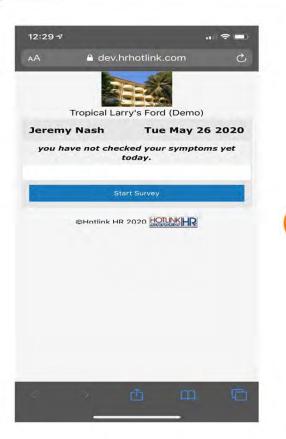






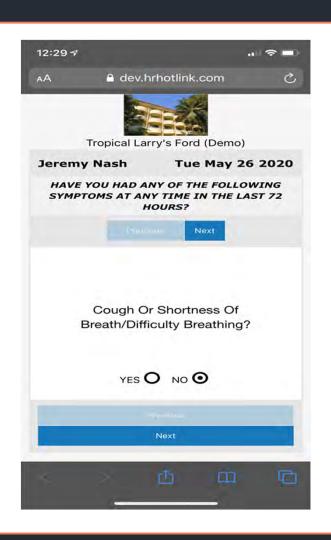
SOCIAL DISTANCING—
PHYSICAL DISTANCING
IS THE HALLMARK OF
STOPPING THE SPREAD
OF THE VIRUS



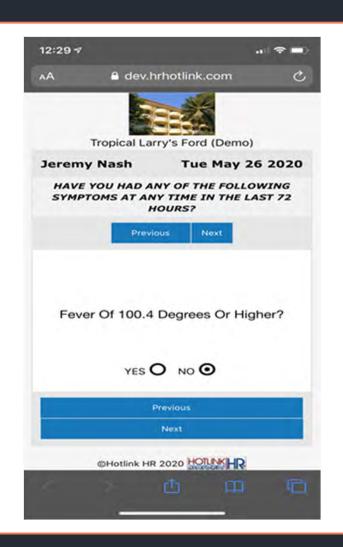




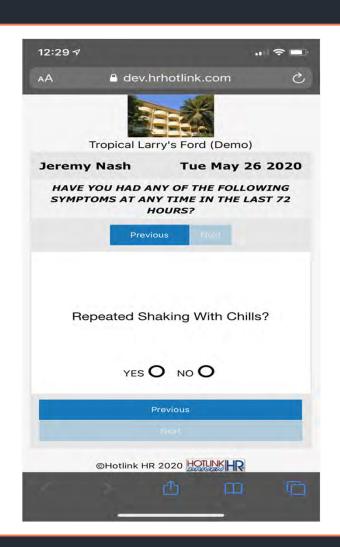
ALL DEALERSHIPS IN
CALIFORNIA MUST
PERFORM
TEMPERATURE CHECKS
OR SELF-SYMPTOM
CHECKS



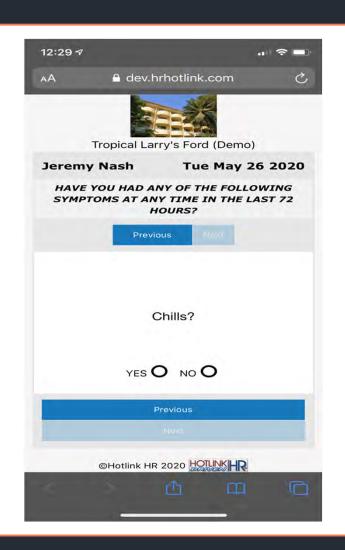




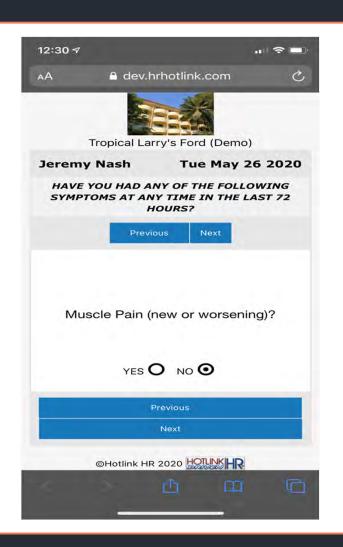




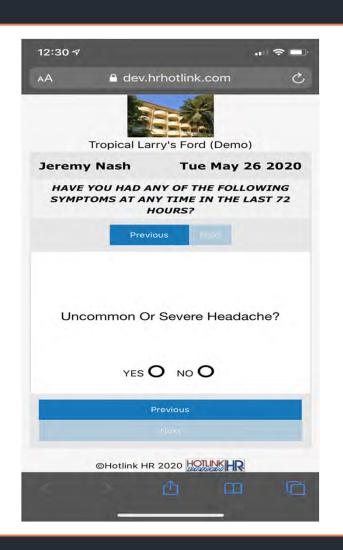




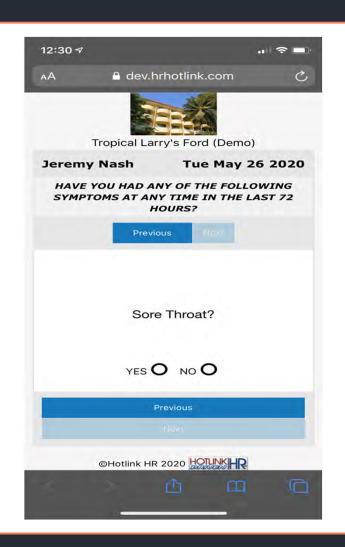




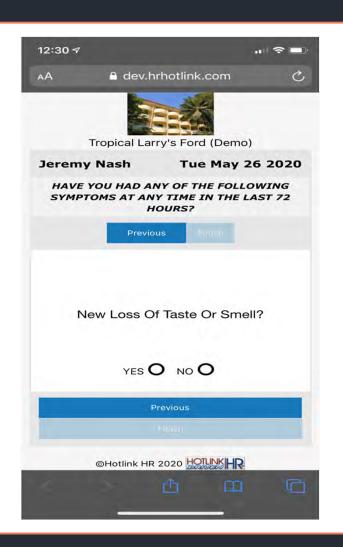




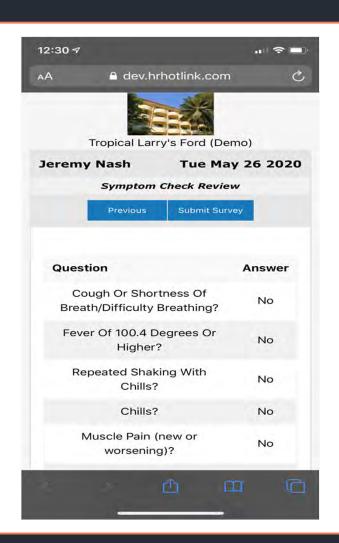






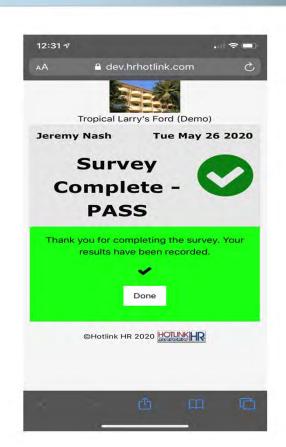








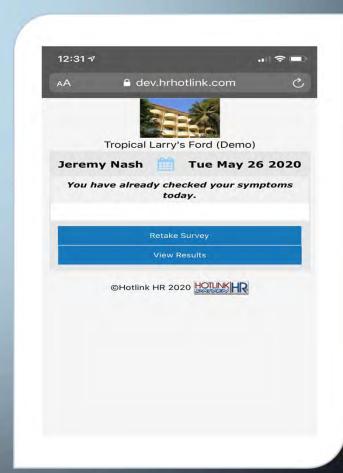


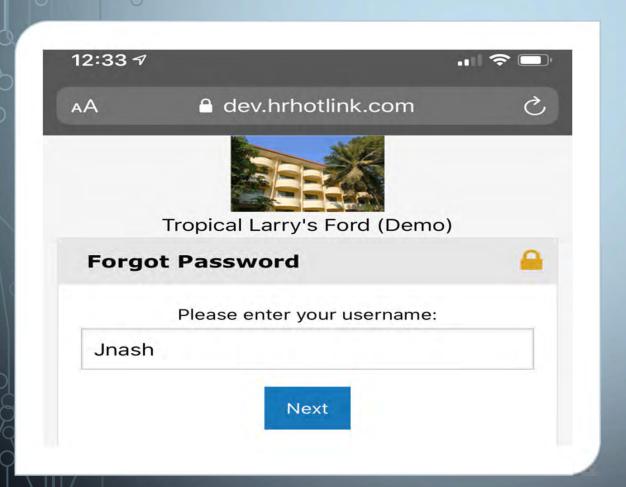




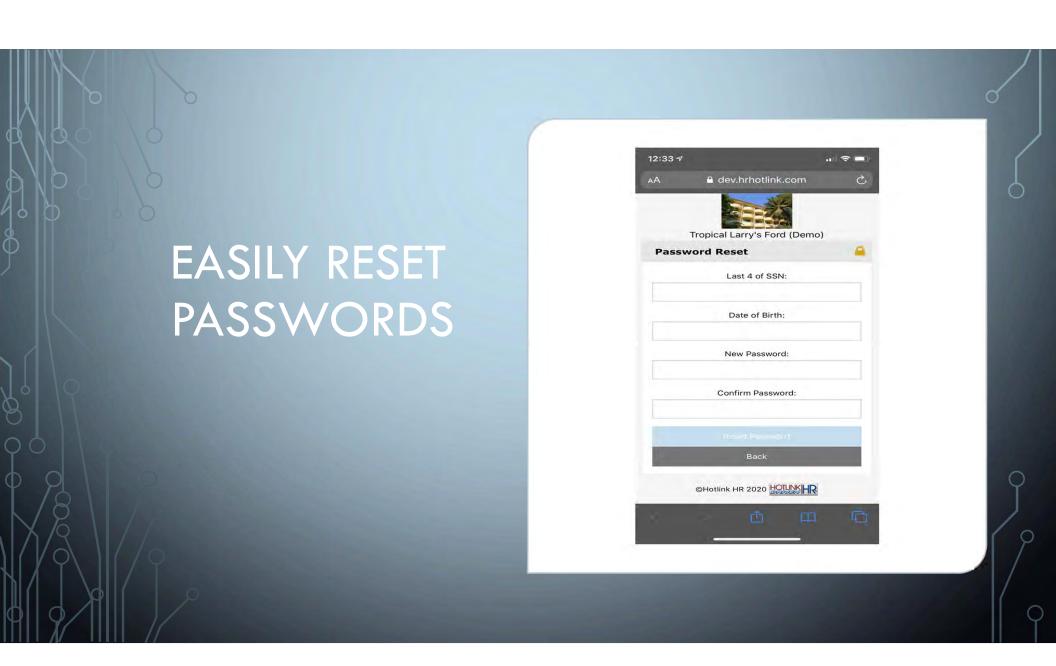
FAILING THE SURVEY
INSTRUCTS THE
EMPLOYEE ON WHAT
TO DO AND WHO TO
CONTACT

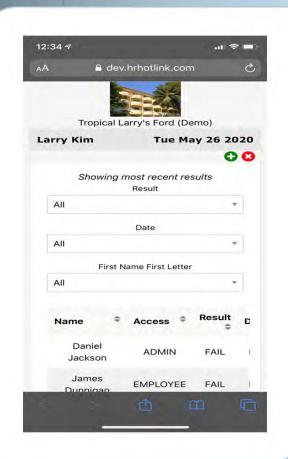




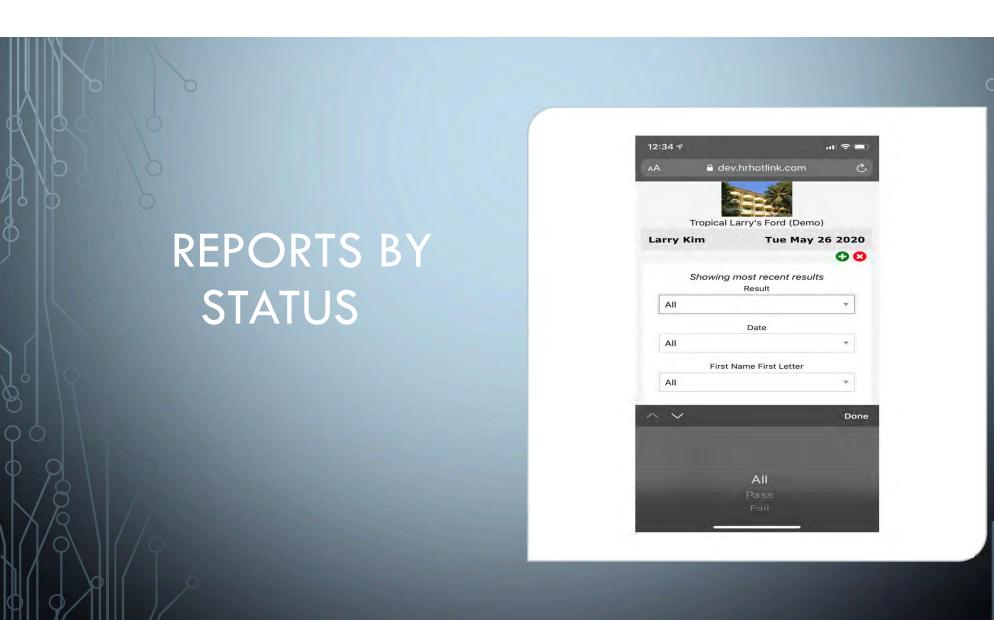


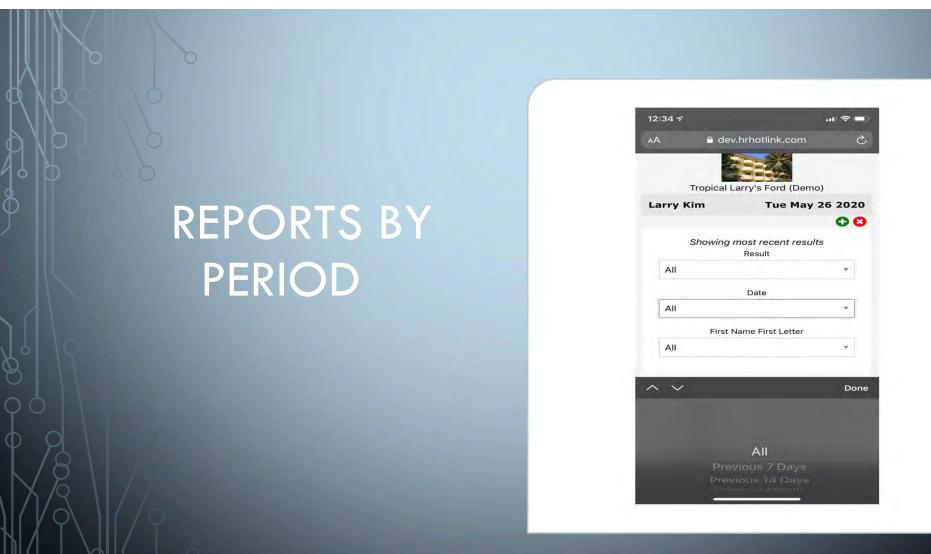
EASY TO FIND FORGOTTEN USERNAMES AND PASSWORDS

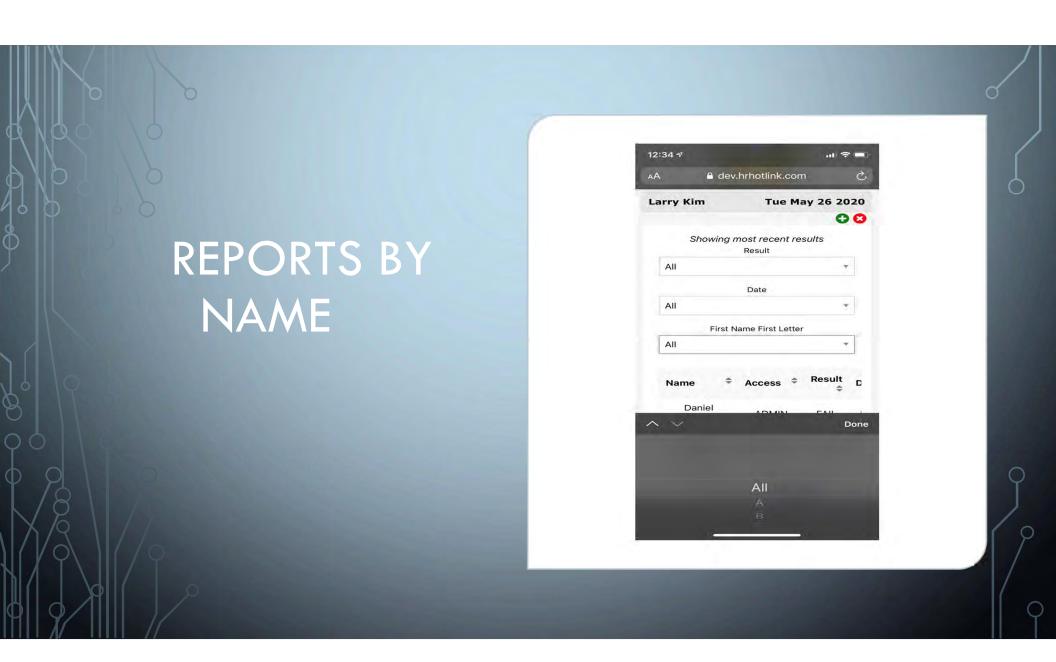




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