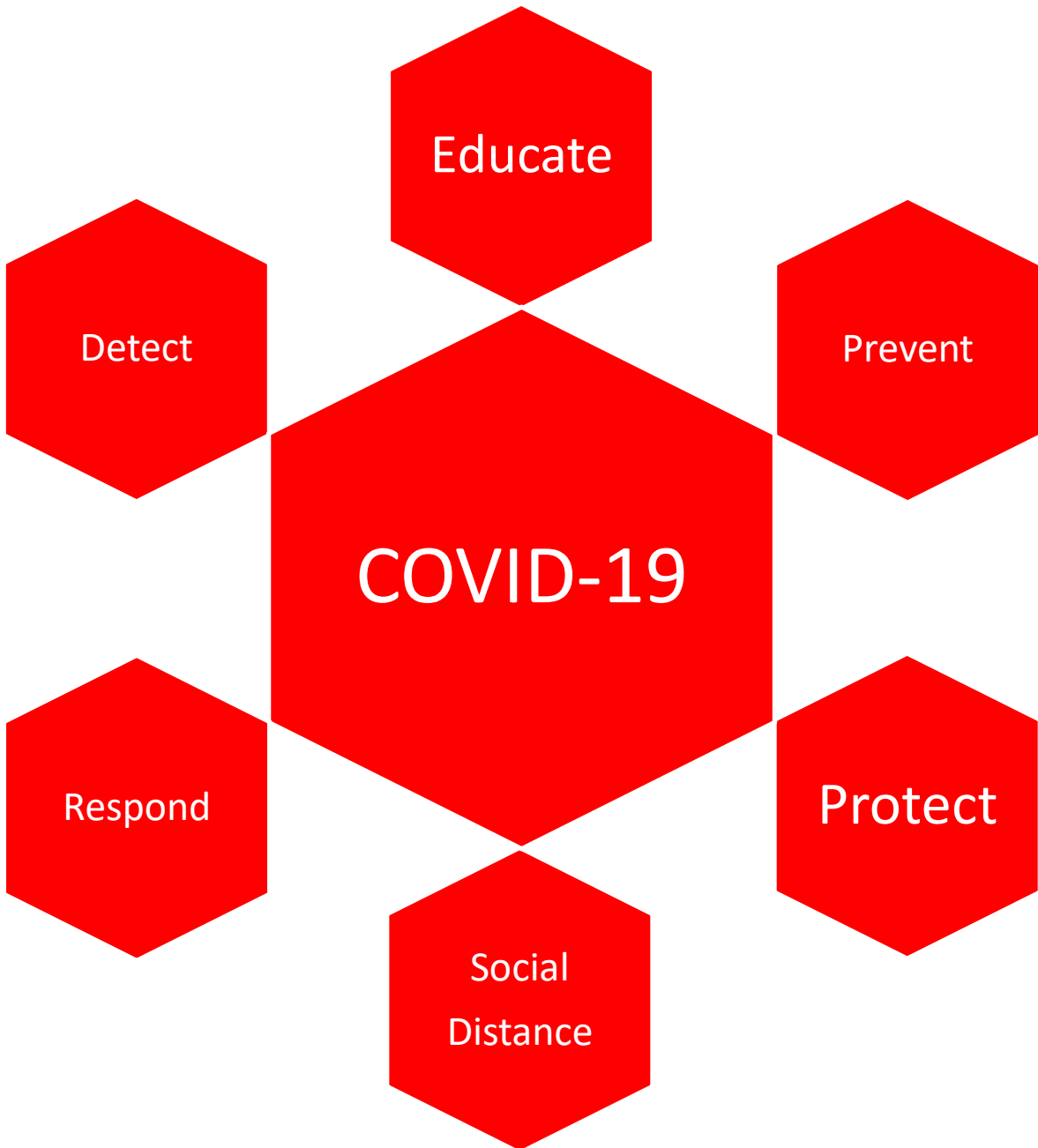


[name of dealership]



Prevention and Response Plan

PLAN OVERVIEW

The information contained in this Dealership COVID-19 Prevention and Response Plan represents the Dealership's plan to prevent and respond to the COVID-19 pandemic based on Guidance from the California Department of Public Health and the California Division of Occupational Safety and Health, including the Emergency Temporary Standards that took effect on November 30, 2020, as amended on June 17, 2021.

While the development, authorization for use, and distribution of several vaccines to minimize both the spread of and most serious complications from the novel coronavirus and COVID-19 have been largely effective, significant concerns remain regarding the potential for continued spread and symptoms of COVID-19, including several variants of the disease which have surged in various areas. Accordingly, Cal/OSHA regulations assigning responsibilities and protections required of employers—the Emergency Temporary Standards, or ETS, and related authority found in Title 8 of the California Code of Regulations at Sections 3205 *et seq.*—remain in place, albeit subject to recent revisions to address the impact of vaccinations.

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

- ✓ Ascertainment of vaccination status of all personnel, allowing the employer to relax certain restrictions for fully vaccinated employees consistent with changes in public health requirements.
- ✓ Elimination of mandatory social distancing requirements where consistent with updated public health guidance while continuing to recognize that such distancing protocols may help some feel more comfortable in public areas.
- ✓ Use of face coverings by employees (where respiratory protection is not required) and all other individuals where required based on location, activity, and vaccination status.
- ✓ Continued frequent handwashing and regular cleaning and disinfection.
- ✓ Continued self-administered symptom checks on a daily basis.
- ✓ Training all of our employees on these and other elements of our COVID-19 Dealership Prevention and Response Plan.

In addition, this Plan outlines our processes to identify new cases of illness in the dealership and, when they identified, a 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 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 their Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage. 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 we invite any questions, inquiries or concerns so we can openly discuss and address them. Employees (and their authorized representatives, if any) are encouraged to report to the Dealership—without risk of reprisal—any symptoms of COVID-19, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace. We welcome input from all personnel as we continue to navigate the dynamic public health information and regulatory requirements.

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 disinfection 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.

We encourage all employees to identify and, where possible, direct any COVID-related concerns to the assigned Response Team members. This will increase our ability to address and incorporate new information as it arises. That said, employees should not hesitate to raise information or other concerns to other Response Team Members or any management employee of the Dealership if the identified official is not available.

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.

Vaccine Status

Ascertains and documents (through document copying, inspection, or self-attestation) the vaccination status of employees, maintaining the confidentiality of all related records.

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

Team Captain — GM

Sanitation/Disinfection

Protective Equipment and Supplies

Notifications/Communications

Human Resources

HEALTH AUTHORITY CONTACT INFORMATION

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

COVID-19 VACCINATIONS AND THE IMPLICATIONS FOR FULLY VACCINATED PERSONNEL

Public health guidance and regulations regarding COVID-19 generally designates individuals into two broad categories, depending upon vaccination status.

Fully Vaccinated means those individuals who have received all vaccine doses required by the protocol applicable to the vaccine administered at least two weeks previously:

- ✓ For the Pfizer and Moderna vaccines, this means two weeks have passed since the second dose in the protocol.
- ✓ For the Johnson & Johnson vaccine, this means two weeks have passed since the single dose in the protocol.

As a general rule, personnel who have been fully vaccinated and do not show COVID-19 symptoms have only limited face-covering requirements and generally need not quarantine or isolate when exposed to COVID-19 cases. Those who have not been fully vaccinated must continue to follow workplace exclusion protocols, and they must continue to wear appropriate face coverings when indoors.

Both federal and state law make paid leave available to employees to obtain vaccines and for those unable to work because of vaccine-related side-effects or related symptoms. And vaccines are available to no cost to individuals.

The employer makes available information on 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.

The employer is required ascertain the vaccination status of each of its employees, and to that end, each employee is required to respond to the vaccination status inquiry and to update the employer if their status should change. Note: employees are given the option to choose not to disclose their individual vaccination status, although those choosing not to disclose vaccination status must, by law, be treated as not fully vaccinated.

If you have questions about the vaccine, please direct them to a member of the COVID-19 response team.

TRAINING AND INSTRUCTION

We are committed to providing effective employee and training instruction that includes:

- ✓ 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, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- ✓ The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements, including (a) how to properly wear them; (b) how to perform a seal check according to the manufacturer's instructions each time a respirator is worn; and (c) the fact that facial hair can interfere with a seal.
- ✓ 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user. Training and instruction will include (a)

review of conditions where face coverings must be worn at the workplace; (b) that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained; and (c) that 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

- The employer will provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).
- 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.

Gloves

- Touch flex/ Surgical Nitrile Gloves will be made available as needed to augment other transmission prevention protocols, such as where distancing and other protocols may be considered insufficient or impractical.
- Employees with questions or issues relating to Gloves or other PPE should contact the Team Captain.

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 should be located in all hand-washing areas

Disinfectant Solution

- EPA approved Disinfectant should be used in all work areas

Wipes / Disposable Towels

- In all work areas and public areas

TRAVEL RESTRICTIONS AND NOTIFICATION REQUIREMENTS

Travel restrictions and recommendations that were introduced during the pandemic have, in many cases, been removed or relaxed. 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 following CDC Travel Guidelines, including

- ✓ Delay travel until you're fully vaccinated.
- ✓ If you're not fully vaccinated, but choose to travel, get tested before and after.
- ✓ No matter your vaccination status, wear a mask indoors while on public transportation or in a transportation hub.
- ✓ Wearing a mask outdoors while traveling is no longer required, but still recommended for unvaccinated individuals.

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

Face Covering/Masks

Employees who are fully vaccinated need only wear masks or face coverings when they are in a vehicle with other persons, or when otherwise required by orders from the California Department of Public Health (CDPH).

Employees who are anything other than fully vaccinated must wear masks at all times when indoors or in vehicles, or when otherwise required by orders from the CDPH, unless one or more of the following exceptions applies:

- ✓ When an employee is alone in a room or a vehicle.
- ✓ While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- ✓ Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- ✓ Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.

- ✓ Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

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.

PREVENTION OF INFECTION

Gloves

- ✓ Gloves are provided to anyone who desires to wear them

Guidance on 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 |
| 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.

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 become 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.

SOCIAL AND PHYSICAL DISTANCING

Social Distancing requirements that were imposed with initial COVID-related protocols have been largely relaxed. Some distancing is still required, however. For example, six-foot distancing remains a requirement where individuals otherwise-required to wear face coverings are unable to do so.

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.

CLEANING AND DISINFECTING PROTOCOLS

The Dealership will arrange for the following cleaning and disinfecting:

Daily Clean:

- ✓ Baseline scope of typical housekeeping duties. Primarily cleaning/wiping of surfaces with limited use of disinfectants (usually in bathrooms).

Enhanced Clean

- ✓ Use of CDC/EPA-approved disinfectant cleaners on “high touch” surfaces in common areas/public spaces at regular frequency such as railings, doors, door knobs and handles, desktops, chairs/seating areas, customer waiting/reception areas, light switches; bathrooms including toilets, faucets and sinks; breakrooms and breakroom equipment like refrigerator handles, microwaves, tables.

Deep Clean

- ✓ In addition to the “Enhanced Clean” scope above, “deep cleaning” applies to disinfecting items such as desks, chairs, computers and related equipment, phones, printers, fax machines, office door handles/knobs, cafeterias, etc.

Deep Clean Per Health Department Recommendations

- ✓ Disinfection/sanitation requirements set forth by the state or local health department. In instances where an employee, vendor or customer has been identified as having COVID-19 symptoms or a positive test, please contact your state or local health department for appropriate disinfection/sanitation instructions.

Make sure all the following areas are cleaned, disinfected and sanitized regularly:

Lobbies/Entrances/Conference Centers/High Traffic Public Use Areas:

- ✓ Entrances and interior door handles/push plates
- ✓ Reception desks/counters, Lobby/common area furniture (chair arms/table surfaces), Stairwell railings
- ✓ Water fountains

Customer Waiting Areas/Lounges

- ✓ Chairs, tables (jackets, purses and/or briefcases should only be placed on the floor)
- ✓ Children's play area
- ✓ TV Remote Control

Restrooms

- ✓ Door handles/push plates, light switches, counters, faucets, flush valve/handles, toilet stall door locks, partition handles and railings, Toilets and urinals, Toilet paper/paper towel dispensers

Breakrooms

- ✓ Door handles/push plates, counter surfaces, furniture/table surfaces/chairs, refrigerator/microwave/coffee pot handles, vending machines (if applicable), ice/water machines (if applicable)

SERVICE DEPARTMENT

Advise customers that any courtesy shuttle service will generally trigger mask or face-covering requirements even for those persons who are fully vaccinated.

Be sensitive to individual distancing preferences with employees and others congregating in waiting and other areas.

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

Checklist

- ✓ Inform customers before they come to dealership about the dealership's COVID-19 procedures.
- ✓ Inform customers how we disinfect their vehicles.
- ✓ Disinfect/Sanitize the vehicle before and after service
- ✓ Where practical and welcome, try to observe 6-foot social distancing between customers and service advisor
- ✓ Use photo-estimating as much as possible to contact customer outlining needed repairs.
- ✓ When all work is complete, the vehicle should be disinfected again.
- ✓ Minimize touch points such as tablets, pens, credit cards and keys.
- ✓ Deep clean and disinfect loaner/rental vehicles.

PARTS DEPARTMENT

Checklist

- ✓ Minimize physical contact with customers (e.g., use tablets, pens, credit cards, parts scanners, keyboards).
- ✓ Sanitize and disinfect work areas often– e.g., after every customer at front counter or tech at back counter.
- ✓ 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.

DISINFECTION AUDIT CHECKLIST

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:

- ✓ Was there a deep cleaning for all common surfaces?
- ✓ Was there a deep clean in all offices, desk and conference rooms (cabinets, desk, table and chair surfaces)?
- ✓ Was there a deep clean of all fixtures/equipment/tools often used or touched (doors, windows, handles, faucets, sinks, bathrooms, point of sale, telephones, etc.)?
- ✓ Was there a deep clean of the break rooms/lounge (tables, chair surfaces, dispensers, vending machines, etc.)?
- ✓ Did all employees do a self-check of symptoms prior to starting work?

IDENTIFICATION AND RESPONSE TO EXPOSURES

The Dealership is committed to identifying and responding promptly to any COVID-19 cases in the workplace or other potential exposures. It is important that all employees share this commitment in theory and in practice, and the Dealership encourages and requires all personnel to act accordingly.

KNOW THE SYMPTOMS

COVID-19 Symptoms generally appear 2–14 days after exposure to the virus, although there may be instances of longer or shorter periods.

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
- ✓ New loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea

This list does not include all possible symptoms. The CDC will continue to update the list as more information becomes available.

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.

ON-SITE SCREENINGS

Provide self-temperature and/or self-symptom screenings for all workers at the beginning of their shift and any personnel entering the facility

- ✓ If someone conducts the screening, make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- ✓ Both screeners and employees should wear face coverings for the screening.



STAY HOME IF SICK

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



Employees should NOT come into work if the employee is experiencing

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

Or if they or someone they live with have been diagnosed with COVID-19.

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.

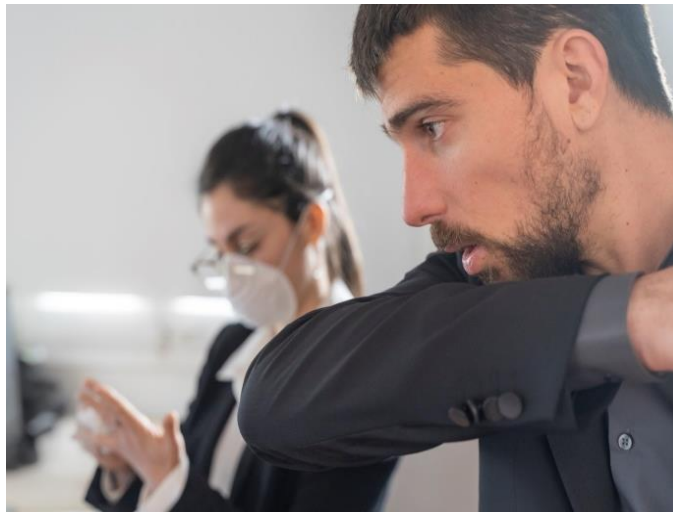
Call 911 if you have a medical emergency

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 self-quarantine until they no longer pose a significant risk of virus transmission, which has been delineated as at least 10 days after COVID-19 symptoms first appeared, or longer, if required, to ensure that the employee has been without a fever (without the assistance of fever-reducing medication) for at least 24 hours and other COVID-19 symptoms have improved.
- ✓ Area(s) where employee worked (e.g., service department) may be closed for deep cleaning and sanitization process upon confirmation that a person who had COVID-19 symptoms or was infected with COVID-19 was present at the dealership.



INVESTIGATION OF EXPOSURES

COVID-19 exposures are defined by Cal-OSHA regulations as a “close contact” exposure to 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 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 face coverings by either individual involved in a potential exposure.

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.

EXCLUSION OF THOSE AFFECTED BY A COVID-19 EXPOSURE

Any individual who has not been fully vaccinated must be excluded from the workplace after a close-contact exposure to a COVID-19 case until the Return-to-Work requirements under state and local regulations are met. This generally requires exclusion from the workplace for at least 10 days after the last-known COVID-19 exposure took place.

This includes both COVID-19 exposures in the workplace or outside the workplace, even those unrelated to work.

For example, if an employee reports a COVID-19 exposure in the home (e.g., contact with a family member who tests positive for COVID-19), the employee must be excluded from the workplace.

There is no exclusion requirement for fully-vaccinated individuals who do not show symptoms of COVID-19 infection. In addition, exposed individuals with confirmed COVID-19 cases from which they the individual has recovered within the 90-day period prior to the subsequent exposure will not be excluded from the workplace unless the individual shows symptoms.

Exclusion must continue for 10 days from the last-known exposure. This may require exclusion for more than 10 days where exposure continues. For example, if an individual continues to have close contact with a COVID-19-infected family member despite because isolation is not possible, the exclusion period begins immediately upon initial exposure and continues until 10 days after the last exposure during the affected individual's High-Risk Exposure Period (e.g., 10 days after symptoms appeared in the family member).

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 are made periodically. And not always at the same pace by each stake-holding regulator. 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 new media sources.

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

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 company policy and all requirements.

RETURNING TO WORK

Employees should contact Human Resources prior to returning to work to advise that they have met the Return-to-Work Criteria and to discuss documentation that may be required prior to return to company premises.

People with COVID-19 symptoms who have suspected COVID-19 or who have tested positive with COVID-19 can return to work, after confirmation from Human Resources.

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:

- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- The later of the following:
 - ✓ At least 10 days have passed since symptoms first appeared; and,
 - ✓ At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications.

Note that recommendations for discontinuing isolation differ between persons who have had symptoms and persons who have not had symptoms of COVID-19

RETURNING TO WORK

People *without* COVID-19 symptoms but who have tested positive for COVID-19 can return to work, after confirmation from Human Resources.

Persons who have tested positive COVID-19 and who have never had symptoms may return to work when 10 days have passed since the date of their first positive COVID-19 diagnostic test (sampling date, not results date) assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

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

If any employee has symptoms, disinfecting of work areas should occur immediately.

OUR PLAN SUMMARY

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

What the Company must do:

- ✓ Follow the written plan
- ✓ Provide contact info 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 company-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***
