

[**Important Basic Infection Prevention Measures, 5/12/2020**](https://coronavirus.ohio.gov/static/responsible/Consumer-Retail-Services.pdf)

**During this first phase of opening up we want to be extra careful to ensure the safety of all employees and co-workers at the Dealership.**

\*\* Upon entering office, please take your temperature. A thermometer is located in the massage room along with wipes to use to clean your hands and the thermometer. A temperature of 100.4 degrees Fahrenheit is considered a fever by the CDC. IF A FEVER IS PRESENT, please do not stay at the office.

Please take your temperature when you arrive at the office and again at mid-day between noon and 1.

Masks have been provided, please wear them if you are working in common areas of the office. Excerpt from statement from Governor Mike DeWine: All businesses re-opening during phase one of the Governor’s plan will require all employees and customers to wear a mask at all times in common areas. Masks are not needed when working in a private office.

The only exception would be if wearing a face covering was not advised by a healthcare professional, goes against industry best practices, or is not allowed by federal or state laws and regulations.

* Wash hands regularly.
* Stay home if you are sick.
* Please cover coughs and sneezes.
* Wash your own dishes.
* Disinfectant wipes have been provided to wipe your work area down before and after your work session.
* Please don’t use other team members phones, computers, pens, pencils, etc.

Be mindful of social distancing. Blue tape has been placed to indicate proper distances in the office.

\*\* A temperature of 100.4 degrees Fahrenheit is considered a fever by the CDC. While an actual temperature reading is the best diagnostic tool for fevers, the CDC also says it considers a fever to be present when a person feels hot to the touch, has previously reported feeling feverish (possibly with chills), or looks flushed or glassy-eyed. IF A FEVER IS PRESENT, please do not stay at the office.

If you have COVID-19 symptoms you are required to notify Amber immediately.

[Link to osha.gov COVID-19 publication.](https://www.osha.gov/Publications/OSHA3990.pdf)