

## Phase II Reopening of Auto Salvage Office and Sales Desk

Under current Executive Orders and CISA Guidance, Auto Parts Operations are classified as essential industries. However, direct customer contact was required to be limited, with curbside or delivery of products. Governor Beshear has requested all trade associations provide a set of industry best practices. The following represent expanded guidelines for the safety of employees and customers. These guidelines should be modified to suit the needs of each individual business.

Working from Home - In all phases, employees that can effectively work from home will be encouraged to do so.

Common Areas – All break rooms where employees can congregate shall be closed.

Social Distancing – Social distancing shall be applied to all work stations as is practicable. Showrooms shall have markings to encourage social distancing, keeping at least six feet between individuals. Customer capacity shall be limited if necessary.

Screening and Sanitization - Facilities should screen all workers, customers and others for temperature and COVID-19 symptoms upon arrival for shift or visit. Documentation shall be kept that each employee's temperature has been checked at the beginning of the work day. Staff should be required to stay home if sick. Symptomatic Employee should be directed to receive COVID-19 testing before returning to work. A positive test will require 14 days of self-quarantine before return to work. Staff should plan for and ensure enhanced workplace sanitizing of all "high touch" areas, frequent cleaning of computers, phones, etc., enhanced hand hygiene compliance, and easily accessible hand sanitizer throughout the facility.

Personal Protective Equipment (PPE) - Each facility must be able to procure necessary PPE via normal supply chains.

All customers and employees must wear a form of face masks while in facility. These masks may be cloth or a disposable mask but shall not be N95 nor KN95 masks.

A form of Plexiglas shielding will be placed in areas where a customer will have face-to-face interaction with an employee, such as a check out area or ordering desk.

Please ensure that your staff is completely clear on the requirements of this guidance and needs for compliance.