**CHECKLIST FOR CORONAVIRUS COUNTERMEASURE VERIFICATION PROGRAM**

**\*\*\*Please complete and once you are ready, send your list and some times that you would be available to either a Compliance Consultant or to** **requests@complynet.com****.\*\*\***

\_\_\_\_\_Employees and guests must stay away if sick.

\_\_\_\_\_Employees and guests must stay away if they have been around someone sick.

\_\_\_\_\_Hand-sanitizer stations are strategically placed throughout the dealership.

\_\_\_\_\_Vehicles handles, steering wheels, gear shifts, switches, and knobs are being wiped-down or covered.

\_\_\_\_\_Objects commonly touched have been removed (like coffee makers).

\_\_\_\_\_Disposable pens are available for customers to keep after use.

\_\_\_\_\_Employees have gone through training about COVID-19 countermeasures.

\_\_\_\_\_Posters about COVID-19 countermeasures are strategically placed.

\_\_\_\_\_Vehicles are required to be aired-out (if weather permits).

\_\_\_\_\_A no-shaking hands policy has been adopted.

\_\_\_\_\_Touching unnecessary surfaces is prohibited.

\_\_\_\_\_Social distancing: employees and guests are prohibited from maintaining distances of less than 6 feet.

\_\_\_\_\_Washing hands on a regular basis for at least 20 seconds is required.

\_\_\_\_\_Employees and guests were told to avoid touching eyes, nose, and mouth.

\_\_\_\_\_Employees and guests were told to cover sneezes and coughs.

\_\_\_\_\_Some employees are telecommuting.

\_\_\_\_\_Some vendors have been told to stay away from the dealership.

\_\_\_\_\_Other actions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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