



COVID-19 PREVENTION CHECKLIST (SAMPLE)

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. This document will be updated as additional information and resources become available.

GENERAL GUIDANCE

PHYSICAL DISTANCING AND GOOD HYGIENE TO PREVENT THE SPREAD OF DISEASE

- Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Higher risk employees may include:
 - Individuals over 65 years of age.
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised:
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)





RESTARTING MAINE'S ECONOMY

(Sample checklist cont.)

- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- Employees with disabilities that put them at high risk for complications of COVID-19 may request telework as a reasonable accommodation to reduce their chances of infection during a pandemic. Employers should make workplaces as safe as possible for workers.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.
- Maintain 6 feet physical distancing for staff, customers, and vendors.
- Face-to-face staff meetings should be limited and respect physical distancing.
- Increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/meal times to limit contact between employees.
- Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
- Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
- Provide access to hand washing areas for staff, vendors, and customers.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
- Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.



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(Sample checklist cont.)

- Ventilate workspace with open windows and doors to the extent possible.
- Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- Discourage shared use of desks, offices, or phones.
- Avoid out of state travel.
- Non-essential business travel should be limited as much as possible.
Consult Maine CDC website for current travel advisories.
- Limit staff travel between multiple locations.
- Make sure you have a safe process to receive supplies and other deliveries.

IN CASE OF ILLNESS

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill:
 - Instruct employees to not come to work with symptoms of COVID-like illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain



RESTARTING MAINE'S ECONOMY

(Sample checklist cont.)

- Headache
- Sore throat
- New loss of taste or smell
- Becomes ill on the job
 - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Call 911 for guidance/assistance.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Return to work
 - Know the current CDC guidance for employee infected by COVID
- Members of the public who become ill while at your business:
 - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).



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(Sample checklist cont.)

CLEAN

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of EPA-registered household disinfectant.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Alcohol solutions with at least 70% alcohol may also be used.

SOFT SURFACES: FOR SOFT SURFACES SUCH AS CARPETED FLOOR, RUGS, AND DRAPES

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.



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(Sample checklist cont.)

ELECTRONICS: FOR ELECTRONICS, SUCH AS TABLETS, TOUCH SCREENS, KEYBOARDS, REMOTE CONTROLS, AND ATM MACHINES

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

[For the latest guidance, please visit the U.S. CDC website.](#)

INDUSTRY GUIDANCE **PHASE 1: AUTO DEALERSHIP SALES**

PERSONAL PROTECTIVE GEAR, SUPPLIES, AND CLOTHING

- Require employees and customers to wear face coverings
- Provide gloves to employees for contact with high-touch surfaces, cleaning and disinfecting, and direct contact with customer vehicles. Gloves should be changed between vehicles.
 - Wear gloves when handling customer keys and disinfect keys before and after service
 - Wear gloves when returning keys and receipts to customer in a sealed plastic bag
- Provide workers with up-to-date COVID information and training on safe donning, doffing, and disposal of personal protective equipment such as gloves and face coverings.



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(Sample checklist cont.)

CUSTOMERS

- Inform your customers of your COVID policies and procedures in advance, if possible.
 - Don't come in if you feel sick
 - Maintain physical distance in waiting rooms
 - Recommend use of face coverings
- Use posters and signage to remind customers of physical distancing at entrance, waiting areas, and counters.
- Encourage customers to limit who they bring into the dealership, particularly children.
- Support physical distance between customer and service manager by taping off 6 feet distance from counter. Consider installation of plexiglass barriers to maximize physical distancing.
- Minimize foot traffic and limit number of customers inside common areas.
- Do not let customers in work area.
- Minimize shared touch surfaces such as tablets, pens, credit cards, receipts and keys.

VEHICLE SERVICES

- Minimize customer face-to-face exposures as much as possible. Schedule service appointments by phone or email. Schedule sales appointments by phone or email.
- Support physical distance between customer and service manager by taping off 6 foot distance from counter
- Maintain physical distancing in customer lounges or waiting areas or consider closing these spaces entirely. Don't serve coffee or snacks.
- Discontinue shuttle service.
- Cleaning and disinfecting of automobiles should be done when:

(Sample checklist cont.)

- Car is brought in for service and returned to customer
- Car is taken for a test drive
- Used car is taken in for trade or auction
- Consider vehicles as “hot spots” with high touch surfaces and confined areas
- Customers should declutter vehicles before service to minimize staff contact with items inside the vehicle.
- Have customers stay in vehicle until staff is ready for the servicing and disinfect vehicle immediately upon entry to service area.
- Repeat disinfection after servicing.
- Create a designated “touch-free” drop spot for parts deliveries
- Vehicle loaner practice should be either restricted or eliminated. If dealership cars are loaned to customers, use disinfection procedure listed above upon return to the dealership.
- Use disposable wheel covers and shift covers, if available.
- Disinfect cars received via delivery trucks or other services per cleaning procedures described below.

DISINFECTION OF VEHICLE

- Clean using the appropriate EPA approved material for the surface:
 - Door handles, inside and out
 - Armrests
 - Steering wheel
 - Seat belts and buckles
 - Any push buttons on dash and doors
 - Cruise control and wiper shield control
 - Glove box and center controls
 - Shift levers and knobs
 - Hazard lights and buttons
 - Cup holders



RESTARTING MAINE'S ECONOMY

(Sample checklist cont.)

SALES

- Modify dealership test-drive policy to exclude personnel ride along.
- Disinfect vehicle after test drive. See disinfection guidance above.
- To the extent possible, conduct online and telephone customer communication to minimize face-to-face interactions.
- Limit customers in showroom at any one time to 5 to 8 depending on showroom size. Conduct sales and service business by appointment only at this time. Call ahead for urgent service visits.
- Keep limited number of vehicles in showroom to enhance physical distancing.
- Vehicles in the showroom are also high-touch surfaces and need regular wiping down.
- Operate with reduced sales personnel in showroom, other personnel can work remotely.
- Conduct paperwork in a spacious area for customer to review – sign – return, while maintaining physical distance of 6 feet. Do not share pens.
- Avoid special events/promotions that could draw large numbers of the public to the dealership at one time.



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