



## Employee Coronavirus Checklist

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth with unwashed hands
- Cover your mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and washing your hands. When a tissue is not available, cough or sneeze into your elbow
- Avoiding close contact
- Clean and disinfect objects and surfaces
- Stay at home away from others if you are sick
- Keep customers 6 feet apart

Employees wear plastic or vinyl gloves. The gloves should be changed often. If you choose not to wear gloves, wash your hands regularly and use sanitizing gel.

Wipe the following with sanitizing wipes often:

- Entry door, garage door, checkout area countertops, and restroom door handles
- Waiting area chairs and tables
- Drink stations where customers are apt to touch countertops
- Store phones and intercom systems; and
- Keyboards.
- Tools and equipment

**Drop Off Option** - We will allow customers to drop their vehicles off and we will call them when completed, they may pay via phone with a credit card. Our locations have drop boxes for keys.

