**ONE STOP AUTO REPAIR PARTS & SERVICE**

1779 ARMY DR., HARMON GUAM 96929 P.O. BOX 8037 TAMUNING, GUAM 96931

TEL: 649-9133/649-9143 FAX: 649-9144

ONE STOP AUTO CARE & TIRE OUTLET

COVID-19 WORKPLACE SAFETY PROCEDURES

Displaying Signs and Marking Prior to Entering Facility:

* To Maintain Social Distancing of at least 6 ft.
* Wearing Mask is Required
* Limit 2 Customers At-A-Time To Enter Store
* Proper Hand Washing and Sanitizing Procedures
* Do Not Enter If Displaying COVID-19 Symptoms Such As Having Fever/Cold/Cough

Required Use of Face Coverings

* All workers, customers and vendors MUST wear a mask prior to entering the building
* Face coverings must cover the nose and mouth.
* Face coverings must not be shared and should be washed or discarded after each shift
* ALL employees must wear masks throughout the work day

Individual Control Measures and Screening

* All employees at the beginning of their shift and ALL vendors, contractors, or customers must enter through the front door for screening- temperature check and hand sanitation.
* All workers who are sick or exhibiting symptoms of COVID-19 must inform the manager immediately and will be sent home and advised to seek medical attention.
* Required protective equipment is provided to employees, including mask and gloves.
* Manager and Supervisors enforce safety protocols and compliance. Employee failure to abide by policies is subject to disciplinary action.

DO NOT COME TO WORK IF:

* If a worker has symptoms of COVID-19 as described by the CDC, such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea
* OR If a worker was diagnosed with COVID-19 and has not yet been released from isolation or given clearance by the appropriate authority,
* OR If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still on isolation).

To return to work after an employee receives a COVID-19 diagnosis: Only if employee retests as negative and given clearance by the appropriate authority.

1

Cleaning and Disinfecting Protocols

* Increased availability of cleaning supplies and hand sanitizers for employees and customers throughout facility.
* Employees are reminded to disinfect high traffic areas such as door handles and customer seating frequently at least every use or every hour and at the close of the day.
* Each worker must disinfect bathrooms after each use. Regular check and disinfection throughout the day.
* Regularly clean and sanitize shared equipment such as telephones, time clocks, counter tops, payment portals, pens, and keys etc.
* All employees must wear disposable gloves or sanitize/wash hands frequently when handling money.
* All workers must wash their hands frequently with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when workers cannot get to a sink or handwashing station, per CDC guidelines).
* Employees/technicians must wash/sanitize hands and wear gloves prior to entering customer vehicles and sanitize high touch areas in vehicles including interior and exterior door handles, door panels, steering wheels, shift knobs, seat and backrest after completing vehicle service and prior to customer vehicle pick up
* Employees sanitize car keys upon receipt from customer and prior to returning to customer

Physical Distancing Guidelines

* Plexiglass/partitions on service counters have been placed to act as a barrier between customer and worker.
* 6 feet markers placed outside the building for customers to line up.
* Only 2 customers at a time are allowed to enter the customer service/waiting area.
* Sitting/waiting inside customer area is prohibited. Interior seating area closed off.
* Seating stools for customers under outdoor building canopy and in an open area with seating placed 6 feet between each stool.
* Employees reminded to social distance during lunch breaks and stagger break times to minimize contact.
* In areas where physical distancing cannot be maintained to minimize exposure between workers, frequent hand washing/sanitizing is required.
* Technicians encouraged to remain in their garage bay work area and to minimize entering office area.
* Limit/Minimize customer contact to one customer service person per customer in customer service area only
* Customers are allowed to drive vehicle in certain safe settings and stay in vehicle for some services such tire pressure, battery/charging system check, and safety inspection
* Customer drop off service or pick up temporarily suspended.

2