



Coronavirus Shop Disinfection Procedures

Overview

To ensure the safety of our teammates and customers, please ensure you are following the disinfecting procedures for the all areas within the shop three times daily.

In addition to regular cleaning, proper hygiene is an important step in protecting you and others from the spread of COVID-19

- a. No handshaking or greetings that require touching another person
- b. Practice social distancing by remaining 6 feet away from others as much as possible.
- c. Wash your hands regularly with soap and water for a minimum of 15 seconds, preferably 30.
- d. Do not touch your face.
- e. Do not share pens or other office supplies. For customer pens, provide them a new pen that they can take with them or disinfect pens after each use.

Materials required for proper disinfecting

- a. Disinfectant (read the label to ensure it properly disinfects surfaces and those that may be harmed if used)
- b. Disinfectant wipes (read the label to ensure it properly disinfects surfaces and those that may be harmed if used)
- c. Hand sanitizer
- d. Hand soap
- e. Clean cloth
- f. Safety Glasses
- g. Nitriles Gloves



Front of Shop and Teammate Break Areas

Designate an individual responsible for cleaning the Front of Shop daily. Prior to disinfecting ensure you have the proper Personal Protective Equipment and are wearing it properly, to include:

- a. Nitrile Gloves

Disinfecting steps:

1. Wash your hands and put on nitrile gloves
2. Ensure hand soap is placed in all bathrooms and hand sanitizer, where available, is placed in public areas such as the waiting area and front counter
3. Spray disinfectant generously into clean cloth and wipe down high-touch areas least three times per day, or after contact has occurred. Utilize new cloth for each of the areas ad work in the order listed below:
 - a. Computer keyboard and mouse
 - b. Door knobs
 - c. Chairs and armrests
 - d. Counters, tables and desks
 - e. Printer buttons
 - f. Coffee machine buttons, coffee pot handles, and surrounding area
 - g. Restroom sinks, handles, and dispensers
 - h. Pens and other office supplies regularly used (stapler, etc.)
4. Use an electronic wipe or alcohol based rag to wipe off all screens, including CCC Touchscreen
5. Wipe all surfaces of deliveries and mail off with cloth and disinfectant
6. Complete and initialize shop disinfecting log

Production Areas

Production teammates are responsible for cleaning their areas at least three times daily. Prior to disinfecting the vehicle ensure you have the proper Personal Protective Equipment and are wearing it properly, to include:

- a. Nitrile gloves

Disinfecting steps:

1. Wash your hands and put on nitrile gloves.
2. Wear nitrile gloves at all times while working on the inside of vehicles and while handling parts.
3. Clean your work area according to the Pro Model guidance. In addition, spray disinfectant generously into clean cloth and wipe down high-touch, or after contact has occurred. Utilize new cloth for each of the areas ad work in the order listed below:
 - a. Tool box handles.
 - b. Previously utilized tool handles.
 - c. Any received parts and boxes from which they arrived.
 - d. Parts cart handles and racks.
 - e. Any additional equipment used during repairs such as stools, rollers, or chairs.
4. When working in tight spaces with another individual where provided respirator, regardless of activity.
5. Complete and initialize shop disinfecting log