



COVID-19 EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE PLAN

Livonia Chrysler Jeep (hereinafter "Company") takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented by the Company. The Company will continue to monitor the related guidance that U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA")/MIOSHA continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other medical and public officials. The Company may also amend this Plan based on operational needs.

I. RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. RESPONSIBILITIES OF EMPLOYEES

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please contact **Colleen McDonald, President.** (248-515-0500) or Megan Garchow 734-838-1890.

EMPLOYEES WILL BE REQUIRED TO VERIFY DAILY THEIR HEALTH STATUS and TRAVEL. THEY WILL BE ASKED TO SIGN IN DAILY ON A SIGN IN SHEET IN YOUR DEPT AND/OR BE ASKED HEALTH QUESTIONS IN ORDER TO PUNCH IN DAILY.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Wear a mask in public work spaces or when not practicing social distancing. This is now mandatory!

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT COME TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Do your part to clean your workstation. Please use the provided sanitizing wipes to clean your area frequently throughout the day and do not allow others to use your keyboard, mouse or phone.

III. PROTECTIVE MEASURES

The Company has instituted the following protective measures at the dealership.

A. General Safety Policies and Rules:

- Any employee/visitor showing symptoms of COVID-19 will be asked to leave the dealership and return home.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone, we encourage employees to stay in their department and contact people via phone, email or text.
- If meetings are conducted in-person, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart. (Practice Social Distancing)
- Employees must avoid physical contact with others and shall direct others (coworkers/visitors) to increase personal space to at least six (6) feet, where possible. (Social Distancing)

- Employees should limit the use of co-workers' devices, tools, and equipment. To the extent devices, tools, and equipment must be shared, the Company will provide disinfectant wipes to clean devices, tools, and equipment before and after use. When cleaning the devices, tools and equipment, employees should consult manufacturing recommendations for proper cleaning techniques and restrictions as well as any CDC guidance.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation. We are currently providing limited shuttle service for our customers.
- To limit touch points, we are not offering any coffee at this time. Vending machines touch points are being sanitized several times a day.

B. Customers and Other Visitors:

- The number of customers on the dealership premises shall be limited as advised by current local, state and federal guidelines to limit the spread of COVID-19. We are taking appointments for service customers to control the traffic at any given time in the write up area and waiting room.
- Any customer without a mask or showing signs of sickness will be asked to leave. Below are some questions you can ask a customer. We will provide masks for our customers if they do not have one.
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Deliveries will be permitted but should be properly coordinated in line with the Company's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.
- All visitors will be required to wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief; the Company may

require customers and visitors to comply with this requirement notwithstanding the lifting of any local, state or federal order or guidelines. Per the State of Michigan.

C. Personal Protective Equipment and Work Practice Controls:

- Employers are obligated to provide their workers with Personal Protective Equipment (PPE) needed to keep them safe while performing their jobs, such as gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. If you need a mask one will be provided for you. We also have gloves for you wear. Please change gloves often and wash your hands.
- The Company will provide every employee with non-medical grade face coverings. However, you can wear your own too.
- The Company will not prohibit an employee from wearing PPE while working.

IV. DEALERSHIP CLEANING AND DISINFECTING

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment. Employees should regularly do the same in their assigned work areas.

- Break/lunchroom and bathroom areas will be cleaned frequently. Employees performing cleaning will be issued proper personal protective equipment (“PPE”).
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- The Company will ensure that hand sanitizer dispensers are filled. Frequently touched items (i.e. door pulls, toilet seats) will be disinfected throughout each business day.
- Vehicles and equipment/tools must be cleaned before change in operator or rider. This includes special tools used by technicians.
- The Company will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that workspace again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.
- Service write up protocol is to have the customer stay in their car until greeted. The writer will provide a sanitize wipe for them to clean off the touch points in THEIR car. Steering wheel, key fob, shifter, and start button. All personal items will be asked to be removed. Customer will be

required to stand behind plexi-glass to sign RO. We also provide an over night drop box which can be used too. If this is the case the writer will wash down all touch points.

- Sales protocol is to limit the contact with customers and their vehicles. They are required to wipe down touch points when appraising a customer's vehicle and to wipe down touch points when showing a vehicle. Customers will be allowed to test drive vehicles on their own with the appropriate identification. Customers have limited access to the showroom. They are required to stand behind a plexi-glass shield when conducting business. We have a "@home" sales process available on our website to provide a "contactless delivery".
- The Company requires that employees place seat and floor mat protectors in service vehicles.
- The Company will permit customers to use our waiting room or wait outside as long as they are 6 ft apart. However, we encourage them to not wait and to get a ride home.
- All employees involved in touching customers' vehicles must use gloves and change them before working on a different vehicle.
- The Company will place hand sanitizer or have hand soap available in all customer and employee areas.
- The Company will place signs and put tape on the floor or use pre-made floor markers to remind everyone of social distancing.

V. JOBSITE EXPOSURE SITUATIONS

A. Employee Exhibits COVID-19 Symptoms:

If an employee is home sick they must get a Covid test before returning to work. Test must be negative.

B. Employee Tests Positive for COVID-19:

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work after they get a negative Covid test. The Company will require an employee to provide documentation clearing his or her return to work.

C. Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19:

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to be tested. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the

confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to be tested. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and get tested.

VI. OSHA RECORDKEEPING

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule.

VII. CONFIDENTIALITY/PRIVACY

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform vendors/suppliers or customers that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VIII. GENERAL QUESTIONS

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Colleen McDonald President. 248-515-0500.

WE CAN'T STRESS THE IMPORTANCE OF WASHING YOUR HANDS CONTINUALLY THROUGHOUT THE DAY!