



ANDERSON Automotive Group
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FROM: Office of Horace McCormick, CPO

Guidelines for Precautionary Measures to Prevent Exposure to COVID-19 (As of June 19, 2020)

Purpose: These guidelines are written to support the health and safety of our associates, customers and others who support our business. COVID-19 is still a developing situation across. We will continue to identify ways to keep you safe at work.

Responsibilities: These guidelines address everyone's responsibility to keep each other safe during COVID-19. We will always inform our associates as soon as we are aware of potential exposure. All associates must inform the GM and their manager immediately if exposed to or positive for COVID-19.

CDC Guidance on Sanitizing Areas Exposed to COVID-19:

CDC Guidance and other best practices continue to evolve from week-to-week. We will do our best to keep you informed of these changes. In some situations, it may be necessary to do more than the minimum standards recommended by the CDC. HR will work with our GMs to determine if additional precautions are necessary.

Affected Work Areas: In most cases, we do not need to shut down our facilities because we are able to isolate the work area exposed. In some of our roles, associates spend time in multiple work areas which could result in more than a single area shutting down to sanitize. The CDC also recommends opening doors and windows and waiting 24 hours before cleaning. Most of our facilities are not able to leave doors and windows open for the initial 24-hour waiting period. After immediately evacuating the affected workspace, we will sanitize the same day and wait at least 24 hours after the cleaning is complete before allowing associates to return to the affected areas. Sanitizing is conducted by our approved third-party partners.

CDC Guidance: If it has been less than 7 days since the sick employee has been in the facility, the CDC recommends that we close off any areas used for prolonged periods of time by the sick employee (this could mean a work area, department or entire facility). Wait 24 hours, **when possible**, before sanitizing to minimize potential exposure to other employees. During this waiting period open outside doors and/or windows to increase area circulation (may not be possible in all of our work areas). If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue to routinely clean and disinfect all high-touch surfaces in the facility.

AAG Precautionary Guidelines for All Associates

- **Practice Good Hygiene:** Wash hands frequently for at least 20 seconds with warm water and soap.
- **Social Distancing:** All associates must follow social distance guidelines for maintaining 6ft. between themselves and others.



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DRIVEN TO LEAD

- **Wearing Masks and Gloves:** All associates must wear masks. Gloves must be used by anyone who occupies a customer's vehicle and gloves must be changed between each vehicle. Sales Associates, Parts Associates and Cashiers must also wear gloves and change them between each interaction with customers and/or vehicles.
- **Clean and Sanitize:** Clean and sanitize your workspace frequently (before you start working, when your shift is completed and during the day if shared).
- **Plexi Glass:** Utilize installed Plexi Glass to aid in the prevention of spreading germs and illness in areas designated by GMs.
- **Communicate:** As soon as you are made aware that you have possibly been exposed to or are potentially positive with COVID-19, notify your manager and the GM. If you are not already at work, stay home and call your manager. If you are at work, notify your manager and leave the premises immediately.
- **Stay Home When Sick:** Do not come to work if you are sick or believe that you have been exposed to COVID-19. Vacation and PTO time must be used to cover absences. In situations where an associate is sick and does not have paid time off to utilize, the associate will be compensated utilizing the adjusted COVID-19 Leave Rate as listed below:

AAG Emergency COVID-19 Leave Rate	
Hourly Associates	90% of Average Daily Wage
Technicians	75% of Average Daily Wage
ASM & Parts Counter	75% of Average Daily Wage
Sales Associates	75% of Average Daily Wage
Salaried Associates	75% of Average Daily Wage

- **Hold Each Other Accountable:** Everyone must hold each other accountable for following these guidelines to keep each other healthy and safe.

Reference other Guidelines when Applicable: Please follow all guidelines distributed by AAG. This includes Guidelines on Store-to-Store Travel, Vacation and Out-of-State Travel Guidelines, Vendor Travel and Visits to AAG Dealerships/Offices.

- These guidelines will be shared with you by management and communicated through email, Workday and message boards in the breakrooms.
- **Reporting Exposure:** Anyone who knowingly does not immediately report exposure or positive test could be subject to disciplinary action up to and including termination.

Returning to Work: Associates who have been out for testing or positive COVID-19 test results and/or quarantined may not return to work until one of the following has occurred:



1. The associate is released by a medical professional to return to work. Associate must provide formal documentation from a medical professional with date, associate name and return to work date listed.
2. The associate provides a negative COVID-19 test result documented by a medical professional, pharmacy or testing facility.
3. In the event an associate is tested at a pharmacy or testing center and receives a verbal negative test result, the associate may return to work after:
 - a) sending an email to their HR Business Partner confirming the negative test results. The email should include the name of the facility where they were tested and the date they were tested
 - b) The associate must also agree to provide documentation from the testing facility confirming the negative test result within 5 business days.
 - c) If after 5 business days, official documentation from the testing facility is not provided, the associate will be sent home and placed on unpaid leave until the appropriate documentation is provided.

Summary of Possible COVID-19 Scenarios and Responses:

Scenario	Response
1. Direct Exposure - Associate had prolonged direct exposure to someone who has tested positive for COVID-19. Prolonged, direct exposure is defined by the CDC as being within 6ft of someone whose tested positive for COVID-19 without a mask for at least 10-15 minutes.	Associate must immediately notify their manager and the GM. If the associate is at work, they must leave - they can ask their manager or GM to meet them outside to communicate what is happening to reduce the risk of exposure to others. If they are not at work, they must not return until they have either tested negative or been released to return to work by a medical professional-documentation must include their name, date of return and approval from medical professional. Management must notify HR immediately. GM & Manager must gather information on anyone, customer and/or vendor, who has been exposed. Potential positive associate's workspace should be deep cleaned and sanitized while waiting for results.



2. Positive Test Results - Associate tests positive for COVID-19 and has been in direct contact with other associates or working on site prior to positive results.	Anyone who has had prolonged direct contact with the positive associate must immediately leave the premises. Those within direct contact must not return until they have tested negative for COVID-19 and/or been released by a medical professional to return to work. Any areas where the positive associate worked must be deep cleaned, disinfected, and sanitized by a cleaning professional and closed off for 24 hours after cleaning. This deep cleaning can be limited to one area or department being shut down if the exposed area can be isolated or may be as extensive as closing the entire dealership. HR will handle organizing this. If an associate is being tested, they must notify their manager and GM.
3. Absence Due to COVID-19 - Associate is out of work due to testing positive for COVID-19 or being required to quarantine by a medical professional or the company.	HR will have daily contact with associate. Associate will be compensated if they do not have paid time off available at the COVID-19 Emergency Leave Rate.
4. Associate is Exposed to Positive COVID-19 Co-Worker - Associate was exposed to another associate who has tested positive for COVID-19.	Anyone who had direct, prolonged exposure to another associate who tested positive must 1) consult a medical professional 2) get tested if referred to do so and 3) quarantine until either a negative test result is presented or they are released to return to work by a medical professional.
5. Vendor or Customer Exposes Dealership to COVID-19 - A vendor or customer notifies the dealership of a positive COVID-19 test result.	Anyone who had direct, prolonged exposure to a vendor who tested positive must 1) consult a medical professional 2) get tested if referred to do so and 3) quarantine until either a negative test result is presented or they are released to return to work by a medical professional. Any areas that the vendor entered will need to be cleaned, sanitized, disinfected, and closed off for at least 24 hours. Refer to vendor exposure guideline for more details. Notify all exposed associates.
6. Dealership or Department Closure - The dealership or a department must temporarily close to be cleaned, sanitized, and disinfected causing associates to miss work.	Associates who miss work due to the dealership or department closing because of cleaning after a COVID-19 exposure will be compensated based on the reduced rate according to the COVID-19 Leave Rate. Rate for hourly associates is 90% of average daily wage and for all others the rate is 75% of average daily wage.



ANDERSON Automotive Group
DRIVEN TO LEAD

7. Raleigh Campus Exposure - Raleigh campus poses a higher risk of misinformation and possible cross contamination. Store to store travel should be kept at a minimum and no social visits should occur.	If there is a COVID-19 positive at any dealership on the Raleigh campus, the appropriate HR Business Partner will notify each GM. The exposure will be evaluated to determine if there is possible cross contamination. HR and the GMs will ensure that each location is able to maintain a safe environment for associates.
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FOR RALEIGH CAMPUS ONLY (As of June 19, 2020)

ALL associates must wear masks inside and outside of the dealerships to be in compliance with the Raleigh and Knightdale ordinances regarding safety measures in public spaces. If a customer arrives without a mask, follow these three steps:

- 1.) Politely remind them of the city ordinance
- 2.) Politely offer them a mask and ask them to put it on.
- 3.) If they refuse, politely ask them to return at another time when they are able to comply with the ordinance.

Questions regarding these guidelines should be directed to the human resources team at 919-895-6500.