



Auto - Overview

As per the [Pennsylvania Automotive Association \(PAA\)](#), the [state's vehicle transactions guidance](#), and [Pennsylvania's Phased Reopening Plan](#):

- During the "Red" phase, automobile/other motor vehicle dealers may not continue physical operations; however, the state's April 20th guidance approved online vehicle sales during this phase. Automotive repair, maintenance, and parts businesses are permitted to continue.
- During the "Yellow" phase, showrooms and in-person operation may reopen, provided businesses adhere to state and CDC guidance. Telework must continue when possible.
- During the "Green" phase, in-person operation while adhering to guidelines may continue. Continued telework is encouraged.

These materials and any related updates are provided and intended for general public informational purposes and guidance. While intended to be timely and accurate, please note that federal and state regulations and directives are changing often. To that extent, please continue to monitor this site for any significant modifications and developments.

The following tips from the previously stated sources and [this general state guidance](#) will help automobile dealership/vehicle transaction businesses meet or exceed state and CDC expectations.

Employer Tips and Guidelines

- Consistently monitor employee wellness and do not let anyone symptomatic report to work. Revisit your leave or sick program to allow for this time off.
- The state senate bill signed on April 20th allows for remote notarization to aid online sales, if needed.
- Employees should practice effective hand hygiene including washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing.
 - Consider scheduling handwashing breaks for employees at least every hour.
 - If soap and water are not readily available, use hand sanitizer that is at least 60% alcohol.
- Consider limiting passengers in the vehicle during test drives to only a single customer, with the employee sitting in opposite back seat. Both individuals should wear face coverings.
- Encourage customer appointments. Have customers practice physical distancing while waiting for service using visual cues or ask customers to wait in their vehicles.
- Require employees to not use handshakes and similar greetings that break physical distance.
- Some employees may have a real preference for working from home, but you can refuse remote work so long as the employee is not seeking a reasonable accommodation under the Americans

with Disabilities Act (ADA). If an accommodation is being requested, you should conduct an interactive process with the employee to determine whether an obligation exists to provide such or another accommodation.

- Continue to monitor employees for indicative symptoms, and do not allow symptomatic individuals to physically return to work until cleared by a medical provider.
- Clean and disinfect high-touch areas frequently and regularly clean all other areas.
- Consider taking each employee's temperature before they enter the business. Send home those who have a temperature above 100.4 degrees Fahrenheit.
- Inform employees that if they have symptoms, they should notify their supervisor and stay home.
- Revisit your leave or sick program to allow for time off due to illness.
- Prevent large groups from entering/leaving the building by staggering work start/stop times.
- Limit the number of people in common areas and frequently clean these areas.
- To protect employees from exposure, install shields or other barriers at any front desk areas and require all customers to wear masks while on the premises.
- If a meeting needs to be held in person, limit the number of employees and maintain a social distance of 6 feet.
- Ensure access to soap and water, hand sanitizer and disinfectant wipes.
- Provide non-medical masks for employees to wear at all times and make it mandatory to wear masks while on site.
- Discourage non-essential visitors from entering the business premises.
- Designate a specific time for people at high risk to use the business.

How Employees Can Protect Themselves

- Self-monitor temperature every morning. Employees who have a temperature exceeding 100.4 degrees Fahrenheit should stay home and notify their supervisor.
- Wear masks/face coverings at all times possible.
- Practice effective hand hygiene including washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use hand sanitizer that is at least 60% alcohol.
- Conduct business by appointment only or limit the number of people inside the building.
- Cover coughs or sneezes with a sleeve or elbow, not hands. Do not shake hands.
- Regularly clean high-contact surface areas.
- If an employee becomes sick during the workday, the person should be sent home immediately.

If an Employee Tests Positive

- If the individual receives a positive test notification while at work, follow established Human Resources policy. If the individual receives a positive test notification while NOT at work, the individual should follow established Human Resources policy, stay home and self-isolate in accordance with Chester County Health Department guidance.
- Close off areas visited by the positive individual. Refer to the [CDC's general cleaning & disinfecting guidance](#) and [guidance in facilities where someone is sick](#).

- Determine who had contact with the positive individual during the time the individual had symptoms as well as 48 hours prior to symptoms. Notify employees who were in close contact with the confirmed individual while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - People who had close contact must self-quarantine for 14 days from the date of last contact with the positive individual.
 - “Close contact” is defined as having contact for more than 15 minutes, at a distance of 6 feet or less, with a positive individual.
- Individuals may discontinue home isolation and return to work under the following conditions:
 - At least 3 days (72 hours) have passed since your fever went away without the use of fever-reducing medication
 - AND improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - AND At least 10 days have passed since symptoms first appeared.
- After returning to work, individuals should:
 - Wear a facemask at all times while at work until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer.
 - Be restricted from contact with individuals at a higher risk (e.g., older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness).
 - Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles).
 - Self-monitor for symptoms. Seek immediate re-evaluation from occupational health/primary care provider and do not work if symptoms recur or worsen.
- The Chester County Health Department will be notified of all confirmed cases through established disease reporting protocols and will follow-up with the individual appropriately. Contact the Chester County Health Department at 610-344-6225.

Supporting Customers and Clients

- Customers should make appointments ahead of time and practice physical distancing while waiting for service, either by waiting inside cars or distancing inside the building.
- Monitor symptoms before an appointment and do not attend if temperature is above 100.4 degrees Fahrenheit or otherwise symptomatic.
- Maintain a distance of at least 6 feet from other individuals.
- Wear a face mask at all times.
- Practice effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use hand sanitizer that is at least 60% alcohol.
- Cover coughs or sneezes with a sleeve or elbow, not hands. Do not shake hands.
- When sick, stay at home.
- Do not gather in groups larger than 25 people, including for business meetings or events.