

Eclectic Motorworks
Covid-19 Preparedness and Response plan

5/19/2020

Start:

- Shop meeting shall be conducted with all personnel covering infection control, PPE usage, reporting symptoms or a case, reporting unsafe working conditions on or before June 1, 2020 and will be repeated immediately for any employees returning from furlough after June 1, 2020.
- Designate Alan Dalman as Eclectic's Coronavirus Response Officer, responsible for record-keeping, briefings, and general employee safety

Everyday work best practices:

- Employees should maintain 6ft distance between employees as much as possible
- Employees are required to wear a mask if closer than 6ft (with additional full-face shields for work closer than 3ft)
- Employees should abide by any current stay-at-home orders or directives outside of work
- Supervisor (Alan) must be present while employees are present
 - Supervisor may designate another supervisor if they leave or are not present
- Supervisor will record results of employee self-screening for record-keeping purposes
- Use N95 masks (if available) only for dusty and hazardous work
- Continue to disinfect commonly used surfaces regularly (2-3 times per day)
- Keep disinfecting supplies available
- All communal tools and equipment will be disinfected regularly (2-3 times per day minimum)
- All employees are encouraged to not share tools and equipment as much as possible
- Customer vehicles will be disinfected as thoroughly as possible (keys, steering wheels, shift knobs, signal stalks, door handles, window cranks, etc.) while taking into consideration possible damage to the finish of the part as necessary.

When Customers are present:

- Customers required to schedule appointments for all visits and enter the shop through the main entrance only.
- Masks required for all customers on premises at all times
- Employees must wear masks when customers are present
- Disinfect all door handles and surfaces after a customer visit
- Customers must not pass beyond office or hallway without an employee escort
- No tours until further notice
- No social visits until further notice.
- While normally we would allow customer access to vehicles in storage, for the time being customer access will be restricted to pickup/delivery ONLY.

In the event of a confirmed case:

- Notify local public health department immediately
- Notify all employees and others who may use facility
- Infected employee does not return until authorized

Must keep record of:

- Employee virus education
- Employee Self-screening
- Report of confirmed case