

LA Questions and Answers

1. What specific things are you doing to ensure social distancing in your shops and parts operations?

In addition to staggering employees in the parts department and administrative offices between telecommuting and at work such that only 1 person is in those areas at a time, we implemented the attached instructions/procedures to reduce contact among employees. Beginning next week, we will transition to a reduced staffing level of 50% on any given day. All shop staff will rotate such that each person will work half of the week and be placed on special leave for the other half.

2. Do you have any specific instructions for sanitizing vehicles?

We do not have any specific instructions, but did provide sanitizer and Lysol in service trucks to aid in worker protection, but without specific instructions on use. We are considering implement specific cleaning instructions.

3. Any other relevant information or practices you are using to keep employees safe and prevent the spread of the virus specific to shops and parts operations environment?

See question 1 and *“LA Central Repair Shop Modified Procedures”*.