

# MCLAREN VALE AUTO ELECTRICAL

## COVID-19 action plan (as of 25/3/2020)

# We are still open

We will continue to trade until government deems it suitable for us to close

During this current situation we have implemented some changes to the way we handle our day to day business

We have closed our gates to limit the personnel on our property at any given time to comply with the current 4m2 social distancing regulations

We ask all vehicles that are booked for repairs to be cleaned prior to key handover

We will not be working on vehicles which are visibly "dirty"

We have implemented key sanitisation at point of drop-off (key in zip-lock bag and sanitised)

All staff are required to use disposable single use gloves when working on inside of vehicle

We have implemented sanitary wipes to be used on all vehicles at critical points

- This includes inside and outside of driver's door
- Steering wheel, park brake, gear selector and seatbelt

Hand sanitiser is used regularly, and hands are washed routinely

Any staff members who show any signs of sickness may be asked to not attend work and isolated for the duration of their sickness to ensure the safety of others

Vehicle handover is one-on-one and will take place in the open air

We will not be road testing vehicles with customer in vehicle

We are not offering customer drop offs

We will be looking at removing loan vehicles from our fleet

Our road service personnel have been educated in hygiene and have been given gloves, sanitiser and wipes to ensure their safety

Road service personnel are not to be in vicinity of each other

Road service vehicles will need to be sanitised after every job at critical locations including pens and EFTPOS terminal

Cash is a last resort of payment after phone payments, EFTPOS and bank transfers

We are educating our staff daily on current progression of the COVID-19 virus and the impacts it will have on our business

We offer ozone cleaning as a service which has been proven to kill the COVID-19 virus, but this has not been approved by SA Health or the Department of health

We have limited staff in our lunchroom to 1 person to reduce the risk of transmission between staff

