



What are the Top 10 Actions that I Can Take in My Auto Shop to Prevent the Spread of COVID-19?

1. Encourage all employees to get vaccinated. Check out our vaccine info [here](#).
2. Ask employees to stay home if they are not feeling well.
3. Limit the number of people (customers and employees) who are inside your building/waiting area. Allow clients to make appointments and offer pick-up and drop-off services.
4. Work in a well-ventilated area (at least 6-12 air exchanges per hour), and that your HVAC system is using filters with MERV13 or higher. In the waiting room area, open the windows and doors when safe to do so. In the garage area, keep the doors open when possible. Keep windows rolled down while inside a vehicle. Do not open windows of a room if it is unsafe to do such as when the outdoor pollution is very high.
5. Only vaccinated people should be indoors without a face mask. As it is difficult to know vaccination status consider requiring customers and other employees to wear a face mask at all times. Have masks available for those who arrive without one.
6. Use other air cleaning equipment such as portable air cleaners or UV-C lights.
7. When changing out air or cabin filters, use disposable gloves and wear a mask. Discard gloves and wash your hands after throwing used filters away but before replacing the new filters.
8. Before working in a vehicle, remember to cover the seat and disinfect the key rings and steering wheel. Disinfect the keys or key fob of a vehicle before and after service. Consider wearing disposable gloves while inside the vehicle. Disinfect the keys or key fob of a vehicle before and after service.
9. Require that employees wash their hands or use hand sanitizer throughout the day. Ask customers to wash or sanitize their hands upon entering the building. Place signs throughout the building reminding everyone to wash their hands often and stay physically distanced when possible.
10. Regularly disinfect common areas and items or tools that have been touched by others. Disinfect interior touch surfaces, such as door latches and handles, gear shift, control knobs and buttons and seat belt. Soap and water or alcohol wipes won't damage the inside of the car. You may use wipes containing at least 70% alcohol to disinfect leather seats.