

Vehicle and Vessel Sales Phase 1 COVID-19 Requirements

Vehicle and Vessel Dealerships must adopt a written procedure that is at least as strict as the requirements in this document and that complies with the appropriate Phase 1 safety and health requirements and guidelines established by the Washington State Department of Labor & Industries and the Washington State Department of Health.

Prior to recommencing sales, all Vehicle and Vessel Dealerships are required to develop and post at each location* a comprehensive COVID-19 exposure control, mitigation, and recovery plan. A site-specific COVID-19 monitor shall be designated at each location to monitor the health of individuals and enforce the COVID-19 job site safety plan. A copy of the plan must be available at all Vehicle/Vessel Dealership locations and available for inspection by state and local authorities. Failure to meet this requirement may result in sanctions up to and including closure of the Vehicle/Vessel Dealership.

*For purposes of this document, in-water vessels do not qualify as a location.

All Vehicle and Vessel Dealerships have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law, and comply with Gubernatorial Proclamation 20-25, or any amendment or extension thereof, the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#), and the Washington State Department of Health [Workplace and Employer Resources and Recommendations](#).

Vehicle and Vessel Dealerships must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate or required to employees for the activity being performed. Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) and [Guidance on Cloth Face Coverings from the Washington State Department of Health](#) for additional details.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the

area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for an employer to take adverse action against a worker who has engaged in safety-protected activities under the law if the individual's work refusal meets certain requirements.

Information is available in these publications: [Safety and Health Discrimination in the Workplace brochure](#) and [Spanish Safety and Health Discrimination brochure](#).

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the WA Family Care Act and the Families First Coronavirus Response Act](#).

Social Distancing, Sanitation, Cleanliness, and Hygiene for On-Site

1. Arrange contactless or electronic shopping, pay options, pickup, and/or delivery of vehicles/vessels wherever reasonable.
2. Maintain social distancing of at least six feet between all parties for in-person interactions. When strict physical distancing is not feasible for a specific task (e.g. collecting payment), other prevention measures are required, such as the use of appropriate PPE, sneeze guards, or other barriers.
3. Keep guest occupancy at 50% of maximum building occupancy or lower as determined by the fire code. This limit does not include employees.
4. Place conspicuous signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six-foot physical distancing guidance, and policy on face coverings. Dealerships should strongly encourage customers to use cloth face coverings when in store with their staff, and to visit another time if they are feeling symptoms of COVID-19. Ensure six-foot separation by furniture placement, physical barriers, and/or floor tape when needed.
5. If possible, establish hours of operation or appointments that permit access solely to high-risk individuals as defined by the CDC.
6. Identify and control "choke points" and "high-risk areas" at locations where workers and members of the public typically congregate so that social distancing is always maintained.
7. Soap and running water must be provided at all dealerships for frequent hand washing. Workers and customers should be encouraged to wash their hands regularly, including before and after going to the bathroom and before and after sneezing, coughing, or blowing their nose.
8. When running water is not available at the dealership location, portable washing stations with soap are required. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol may also be used, but are not a replacement for the water requirement.
9. Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.

10. Frequently clean and disinfect hard surfaces of high-touch areas of the exterior and interior areas of the vehicles/vessels and the building, keys, pens, and other items handled by workers and customers.
11. If an employee or customer reports feeling sick and goes home, the area previously occupied by that person should be disinfected in accordance with CDC and Department of Health guidelines.

Vehicle and Vessel Dealership Testing/Show Room

12. Customers should check in and then wait in a designated location where six-foot separation can be maintained until an employee or independent contractor is prepared to begin.
13. Only one customer is allowed in a vehicle/vessel with an employee or independent contractor wearing the appropriate PPE. However, the employee/independent contractor is not required to be present during vehicle/vessel testing. Only one customer, or customers from the same household, will be allowed below-deck or inside a vessel cabin at any given time.
14. Open windows of the vehicle/vessel cabin to create airflow throughout the vehicle/vessel cabin when an employee, or independent contractor, and customer are inside.
15. The interior of the vehicle/vessel must be disinfected using the appropriate anti-viral cleaning product(s) between customers participating in vehicle/vessel tests and showing of vehicles/vessels.
16. Social distancing should be observed whenever practical, for example during any necessary stops during a vehicle test.

Personal Protective Equipment for On-Site Operations

17. Post signage at the entrance of all businesses to strongly encourage customers to use cloth face coverings when inside the business.
18. Cloth facial coverings must be worn by every employee and independent contractor not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.

COVID-19 Training

19. All on-site Vehicle and Vessel Dealership employees and independent contractors must be trained on the worksite's policies, the requirements in this document, and all COVID-19 appropriate safety-related requirements and guidance in the language they understand best.

Employee Health/Symptoms

20. Create a policy which encourages workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case of COVID-19. If they develop symptoms of acute respiratory illness, they should seek medical attention and inform their employer.
21. If an employee or independent contractor has a family member with COVID-19, that employee must follow the isolation/quarantine requirements as established by the Department of Health.
22. Vehicle and Vessel Dealerships must instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
23. If an employee or independent contractor is confirmed to have COVID-19, employers should inform fellow workers of their possible exposure to COVID-19 in the workplace but maintain

confidentiality as required by the Americans with Disabilities Act (ADA). The employer should consult with the local health department and/or instruct fellow workers about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

No business may operate until they can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations may be adopted, as appropriate.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

Resources

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- General questions about how to comply with these practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.
- Employee workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- All other complaints of violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covid-compliance>.