



### **AAA COVID-19 Safety Practices**

AAA has created this guidance of safety practices in light of the fact that the Governor of Ohio has issued certain executive orders in response to the COVID-19 pandemic which was declared by the Health and Human Services Secretary on January 31, 2020 to be a public health emergency; and, the rules and regulations concerning the state of emergency are dynamic and changing daily and this is AAA's attempt to address the employment and health issues related to the worldwide pandemic of COVID-19.

In accordance with Ohio Director of Health's Stay at Home Order ("Order"), AAA is considered an essential business per section 12 of the Order. It is essential for AAA to help the automotive industry supply chain and the banking and finance industry with repossession and redemptions, transportation and commerce with the transfer of vehicles and exchange of titles and AAA serves the government with selling its assets and coordinates consigned inventory with local vehicle repair facilities. AAA has adjusted its facilities to comply with section 15 and maintain its minimum basic operations per section 13 of the Order by temporarily reducing its workforce and allowing remote working and online activity where feasible.

AAA has posted the following safe practices around the workplace for its customers and employees:

- Requiring the employees and encouraging customers to clean their hands often - wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing their nose, coughing, or sneezing.
- If soap and water are not readily available, use available hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Do not come to AAA if you are not feeling well or have been exposed to COVID-19
- Maintain a 6-foot distance between all other individuals, whether coworkers or customers.

AAA is requiring all employees to take their temperature first thing in the morning and do not come to work if they have a fever or are having any other COVID-19 symptoms. The employees are instructed to contact their supervisor or HR to report any health issues. AAA will follow the CDC and local health department's rules for reporting any CDC concerns.

AAA has closed its cafeteria and all public refreshment stations in accordance with the order from the Ohio Director of Health.

AAA has a special cleaning crew disinfecting all surfaces and handles constantly throughout the day.

Disinfectant wipes are available at the office copy machine with a sign that it is required to be wiped down after each use.

AAA is requiring any customer attending the auction to complete a pre-screen COVID-19 survey prior to admittance.

AAA has installed plexiglass at workstations to provide a barrier between staff and customers.

AAA is limiting its capacity to meet social distancing guidelines.

AAA has purchased and integrated “Permasafe” to sanitize and protect all auction vehicles.

AAA has made adjustments so that there is only one entrance available through the main doors, therefore security can monitor the number of customers in the building. AAA has also implemented extra cleaning of all surfaces and high traffic areas.

In addition, AAA has taken the following social distancing measures:

- Limiting the number of customers in the building at a time
- Designated six-foot distances by signage tape to allow the appropriate space between employees and customers
- Masks required for all employees and strongly recommended for customers
- Hand sanitizer and sanitizing products are readily available for employees and customers
- Gloves required when taking cash transactions
- All work meetings are conducted via Zoom
- AAA is keeping its employees and customers aware of its business hour changes and practices as things continue to change via phone, email and its website.