

# COVID-19 CHECKLIST

The top priority of the Akron Auto Auction is to ensure a safe and positive environment for all our employees, customers and guests. The Following set of standards are taking place daily to ensure this safety.



We at the Akron Auto Auction are...	Mon	Tue	Wed	Thu	Fri
Strongly encourage employees to work from home	<input checked="" type="checkbox"/>				
Actively encourage sick employees to stay home until they are free of fever for at least 72 hours AND symptoms have improved for at least 72 hours AND at least 7 days have passed since symptoms 1st began.	<input checked="" type="checkbox"/>				
Ensuring our sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members.	<input checked="" type="checkbox"/>				
Encouraging employees to perform a self-assessment each day to check if they have any COVID-19 symptoms.	<input checked="" type="checkbox"/>				
Separating employees who appear to have acute respiratory illness symptoms from other employees and sending them home immediately.	<input checked="" type="checkbox"/>				
Reinforcing key messages--stay home when sick, use cough and sneeze etiquette, and practice hand hygiene.	<input checked="" type="checkbox"/>				
Providing protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.	<input checked="" type="checkbox"/>				
Frequently performing enhanced environmental cleaning of commonly touched surfaces such as workstations, auction blocks, countertops, railings, door handles and doorknobs.	<input checked="" type="checkbox"/>				
Providing disposable wipes and masks to employees and customers when needed	<input checked="" type="checkbox"/>				
Prepared to change business practices if needed to maintain critical operations	<input checked="" type="checkbox"/>				
Comply with all applicable guidance from CDC and Ohio Health Department of Health regarding social distancing.	<input checked="" type="checkbox"/>				

## Other Safety Measures

1. Installation of plexiglass barriers in main office, auction blocks, floor plan offices and Main office areas
2. Strategically placed floor decals in auction bays and main office to ensure social distancing
3. Created forms that ensure all customers entering the Akron Auto Auction do not have any of the symptoms listed by the CDC and Ohio Department of Health
4. Providing masks, hand sanitizer and disinfecting wipes to any customer who failed to provide their own upon arriving on our property.
5. Implementation of PermaSafe technology in lot vehicles, chase vans, tow trucks and other yard vehicles.