

Coronavirus Response Plan (COVID-19)

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome 2 (SAR-CoV-2). The illness can spread from person to person and currently there is not a cure. To help prevent the spread of the illness and react in the case of an employee becoming infected, SCS Credit Corp, Instant Auto Finance and Quality Auto Repair have prepared the policy below.

**Any local or state order supersedes our policy.

- All employees must practice the Rules for Social Distancing while it is in effect.
- Employee must also follow other safe practices, such as frequent hand washing with soap and use of hand sanitizers.
- Employees who cannot maintain the minimum 6 feet distance between themselves and customers MUST wear a face covering. This can be a cloth or disposable mask.
- Car lots must mark the floor with tape the distance of 6 feet from the salesperson and customer chairs on the other side of the desk. Chairs should not be moved forward or closer to the desk. If it becomes necessary for the customer to move the chair closer to the desk, the employee must wear a face covering or mask.
- All employees and customers must wash their hands with soap and water after using the bathroom. The CDC recommends washing your hands for 20 seconds to kill all germs.
- Common area surfaces must be cleaned or disinfected at least twice a day. For example: door handles, microwaves, refrigerators, hand rails, etc.
- Any surfaces that customers touch must be cleaned/disinfected after EACH customer. For example: the desk, keyboard, mouse, signature pad/pen, chairs, etc. must be wiped down after each customer.
- Vehicles must be disinfected after customer test drives and prior to customer repairs in the repair shop.
- All employees must cover their coughs and sneezes. Do not sneeze or cough into your hand. Cough or sneeze into your elbow or tissue.
- Do not shake hands. You can nod and smile, bow, etc.

Customers experiencing symptoms

We ask that any customer who is experiencing symptoms not to enter the building. If you have been quarantined due to COVID-19 symptoms, you may not enter the building unless you have been symptom free for 72 hours.

If you have tested positive for COVID-19, you may not enter the building until you have tested negative.

We reserve the right to ask a customer to leave the premises if they display or admit to having symptoms of COVID-19. Some of the symptoms are:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Headache
- Sore throat
- Repeating shaking with chills
- Muscle pain
- New loss of taste or smell

Employees experiencing symptoms

All cases of employee illness are reviewed on a case by case basis. However, there are some immediate precautions and procedures that need to be followed in certain cases.

Symptoms can be found on the Center for Disease Control (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

- **Employees with a fever of 100.0 or above are not to report to work. They are to contact their manager to let them know about their symptoms.**

Employees will be asked to describe their symptoms, when they began to show symptoms and who they came into contact with. Following CDC guidelines and the recommendation of their medical provider, employees may have to self-quarantine.

At a minimum, employees must be 72 hours fever free without fever reducing medicine and other symptoms have improved.

As more information becomes available, this plan will be updated.