

Living with Covid-19. Version 9028

		<p>useable face masks are available for all Associates (Reset Plan Respiratory Hygiene Page 14, Personal Hygiene page13 & Face mask wearing guidance-Appendix 2)</p> <p>Head of Business to ensure that: Associates wear a facemask in retail areas at the dealership (Showroom, Service Reception, Parts Front Counter and Reception Areas).</p> <p>Associates wear a facemask when interacting with a Guest or fellow Associate when 2 metre social distancing is not possible in any part of the dealership. (Reset Plan Respiratory Hygiene Page 14, Personal Hygiene page 13 & Face mask wearing guidance-Appendix 2)</p> <p>Head of Business to ensure that: Disposable masks are available for Guests and Visitors.</p> <p>Head of Business to ensure that nominated associate is responsible for taking and recording body temperature of all associates on a daily basis.</p> <p>Head of Business to ensure that nominated associate is responsible of taking body temperature of all visitors, sub-contractors and valeters on a daily basis.</p> <p>Ensure that if a reading is taken of over 37.8 degrees that:</p> <p>If an Associate develops any symptoms (See listing above) when at the dealership, they leave the dealership. and</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>					
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		<p>self-isolate in line with current Cambria Guidance. Head of Business to inform their Operational Director, H.R. and Group Health and Safety Manager (following the guidance Reset Plan 'Those with Covid-19 Symptoms pages 7-12)</p> <p>Head of Business to ensure that any areas that associate has working in or may have incurred surface contact with are sanitised</p> <p>If a Guest, Visitor or Sub-contractor develop symptoms (See listing above) when at the dealership, they are asked to leave the dealership immediately.</p> <p>Ensure that regular hand washing, or sanitising continues to take place whilst attending the dealership.</p> <p>All associates, guests, visitors, sub-contractors and valeters to be advised that 2 metre social distancing guidelines are in place at the dealership</p> <p>All Managers to ensure that Guests are reminded that if children accompany them that children must follow 2-metre social distancing guidelines.</p> <p>All toilets must have Government / PHE. guidance posters on how to wash hands correctly.</p> <p>Head of Business to ensure that a copy of the Cambria Washroom & Toilet Hygiene record is displayed in these areas and kept up to date. Template copies of checklist are located in Reset plan- Appendix 3 page 47.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>					
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		<p>Ensure that hand sanitiser is located across dealership in guest facing areas and meeting rooms (following guidance – Reset Plan Personal Hygiene page13)</p> <p>Ensure that main entrance is kept clear and free from obstruction at all times to reduce potential ‘pinch points’</p> <p>If work requires associates to be closer than 2 metres, this task must be completed in the shortest space of time possible, and the 2 metre social distancing guidelines re-introduced as soon as task is completed.</p> <p>If work task requires associates to be closer than 2 metres, face masks must be worn at all times by associates</p> <p>Head of Business to ensure that when required by Government guidance, they have informed H.R. of any associate classed as clinically extremely vulnerable. Head of Business to ensure that associate follows current Government guidance on shielding.</p> <p>Head of Business to ensure that when required by Government guidance, they have informed H.R. of any associate classed as clinically vulnerable. Head of Business to ensure that associate been instructed to take extra care in observing social distancing.</p> <p>Head of business to ensure that safe systems of work are read, understood and all associates are fully acquainted with social distancing requirements in:</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>					
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		<p>Guest waiting area- (Reset Plan page 16) ✓</p> <p>Sales & Showroom- (Reset Plan page 16) ✓</p> <p>Service/ Aftersales Reception area (Reset Plan page 17) ✓</p> <p>Associate work area, workshop/ bodyshop- (Reset Plan page 17) ✓</p> <p>Parts department (Reset Plan page 18) ✓</p> <p>Offices (Reset Plan page 18) ✓</p> <p>Meeting rooms (Reset Plan page 18) ✓</p> <p>Toilets (Reset Plan page 19) ✓</p> <p>Canteens/ break rooms (Reset Plan page 19) ✓</p> <p>Changing rooms (Reset Plan page 19) ✓</p> <p>Head of Business to ensure that magazines, newspapers and brochures are not available in Guest waiting areas. ✓</p> <p>Head of Business to ensure that all associates cups, mugs and eating utensils are thoroughly cleaned after use. ✓</p> <p>Ensure that wherever possible all meetings are held either digitally or via conference call facility. ✓</p> <p>Head of Business to ensure 'baseline' cleaning regime has been implemented (following guidance Reset Plan page 20 Facility Cleaning) ✓</p> <p><u>Showroom</u></p> <p>Where applicable ensure showroom host location has protective screen in place at all times. Showroom host to wear facemask at all times, when working in guest facing areas ✓</p>						
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		<p><u>Aftersales</u> Ensure that wherever possible guests have a fixed appointment time for dropping off & vehicle collection Wherever possible ensure that non-cash transactions are transacted by all associates.</p> <p>Head of business to ensure that safe systems of work are read, understood and that all Aftersales associates are fully acquainted with: Guests in service department- (Reset Plan page 37-38) Working safely in service department procedure- (Reset Plan page 31) Service collection and delivery procedure- (Reset Plan page 39-41) Part deliveries procedures (Reset Plan Page 42) Safe system of work for Apprentices (Reset Plan page 32)</p> <p><u>Dealership Administration</u> Head of business to ensure that safe systems of work are read, understood and that all dealership administration associates are fully acquainted with: Associate policy for working safely at a dealership (Reset Plan page 24)</p> <p><u>Visitors, Sub-contractors and Valeters</u> Head of Business to ensure that upon arrival and on departure all visitors sub-contractor and valeters report to guest host area where guest host or nominated associate will complete the visitor's book on their behalf.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>					
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Cambria Working safely during Covid-19 risk assessment is to be used exclusively with the current version Reset Plan document. Both documents are to be sign by Head of Business and held in dealership Health and Safety folder number two. Additional copies of the Reset Plan to be held on dealership Health and Safety Noticeboard.

Signed:



Date: 01/06/2022

Review Date: 01/06/2023

Further action required N

Name: Marcus Smith