WHAT YOU SHOULD KNOW ABOUT THE CORONAVIRUS AND YOUR EMPLOYMENT

As the novel coronavirus, known as COVID-19, has spread globally and in the United States, our dealership is following the developments closely. We care about your health and your family's health. **Please take time to read the FAQs provided as we continue to monitor this situation and encourage you to only gather information from credible and verified sources as referenced below.**

COVID-19 CORONAVIRUS OVERVIEW

What is the "coronavirus" and how is it transmitted?

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the Centers for Disease Control and Prevention (CDC), the virus is principally spread person-to-person mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other viruses that cause respiratory illness spread. It may also spread when a person touches a surface or object that has virus upon it and then touches their eyes, nose, or mouth or in other ways.

How can I help <u>prevent</u> the spread of respiratory viruses like the coronavirus?

- Wash your hands frequently with soap and hot water for at least 20 seconds.
- If soap and water are not available, use alcohol-based hand sanitizers containing at least 60% alcohol.
- Avoid close contact with people who are sick.
- Take simple measures to ensure cough and sneeze etiquette: cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Avoid touching your eyes, nose, and mouth with your hands.
- Routinely clean all frequently touched surfaces in your workspace and doorknobs.
- If you are sick, stay home and seek medical attention. If you have symptoms of COVID-19, please ask to be tested for the virus.
- The CDC states that surgical masks are not necessary to be worn by healthy employees in the workplace, and in fact do not prevent wearers from being infected.

What are the symptoms?

The most common COVID-19 symptoms include fever and dry cough. They sometimes include sore throat, fatigue, aches and pains, headaches, and shortness of breath.

What if I am feeling sick but am not sure if I have coronavirus?

If you have any symptoms, we recommend you stay home and notify your supervisor. You are entitled to leave in accordance with dealership policy and applicable law.

What if I have come in contact with someone who has been exposed to the virus or feels sick?

Do not return to work without seeking medical attention/advice. Please follow the instructions noted below prior to any absence and before returning to work.

What should I do if I shouldn't return to work due to possible exposure?

* Immediately contact both the Human Resource Manager and your supervisor. The HR department will assist you in applying for a Leave of Absence.
* Seek immediate medical attention and/or advice from your doctor.
* Complete the necessary paperwork and follow all instructions provided to you by the HR Department.

What should I do before returning to work if exposed?

* Please contact the HR Department before you to return to work.
* Do not report to work if you are sick or not feeling well, for any reason.

What if I am prohibited from returning to work? What happens to my pay and benefits?
The HR Manager can answer any questions regarding your pay and benefits while you are on a Leave of Absence.

TRAVEL RECOMMENDATIONS AND RESTRICTIONS

Is the dealership restricting travel?
International business travel is currently prohibited by the dealership. Domestic travel is not prohibited but only permitted in essential situations and only after you have received approval from your manager. We recommend that you refrain from international travel on your personal time for the foreseeable future. If you do travel, you should monitor warnings and alerts from the U.S. State Department and register your planned non-business trips with the U.S. Embassy or consulate. You should also understand that you may not be permitted to return to work immediately upon your return from international travel.

HELPFUL RESOURCES FOR MORE INFORMATION

There are several resources to assist you in keeping up with the latest facts related to the coronavirus.
The dealership is monitoring the situation closely and will also provide updates as needed.

- CDC- COVID-19 Website https://www.cdc.gov/coronavirus/2019-nCoV/
- Travelers' Health Website https://wwwnc.cdc.gov/travel
- Health Alert Network https://emergency.cdc.gov/han/
- OSHA Guidance at https://www.osha.gov/SLTC/covid-19/
- World Health Organization https://www.who.int/

Stay healthy!