

Galles Chevrolet COVID-19

“Plan”

Galles Chevrolet COVID-19 Coordinator: Cori Galles, VP
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Total # of Company Employees at Dealership: 95

Total # of Company Employees who work Remotely: 5

Plan Description

Monthly Testing will occur at Galles Chevrolet Every Thursday with Two Groups Rotating on and off each week as required by the State of New Mexico. We understand that the agreement we are signing for the Surveillance Plan covers the Essential Part of our Business, which is Parts and Service.

Group A Every Other Thursday 8:00 a.m.-Noon

Group B Every Other Thursday 8:00 a.m. - Noon

Testing Provider: IMS Practice Management, Josh Brown, MD. Will be administering the testing program. Josh Brown has been working with the Galles family for over 15 years. He is a trusted family internal medicine physician and well respected in the medical community in New Mexico. He has been at the forefront of the COVID-19 battle since early 2020 and has been working diligently with the Santa Fe and Albuquerque Communities throughout the Crisis.

Dr. Brown has also been acting as a Consulting Medical Director for Galles Chevrolet during the Covid-19 Crisis, providing us with guidance on policies, as well as administering tests and physical exams of employees when needed. He has agreed to provide the Dealership with one of his medical assistants or nurses once per week, under his direction, to conduct COVID-19 testing of our employees.

The Medical Staff will have a dedicated location in the Dealership where testing will be conducted. They will have all information needed for employees before they arrive at the dealership and our Covid-19 Coordination Team will coordinate the testing process with the employees and the medical staff. Employees will be notified by text for their appointment time and each interaction with the medical team and the employees is expected to last less than 1 minute.

The medical staff will be appropriately prepared with all necessary Personal Protection Equipment and Testing Equipment provided by Dr. Brown's Practice.

Cost

Galles Chevrolet will assume all of the out of pocket testing costs associated with this program. We have estimated that over 30% of our employees do not carry health insurance and Galles will assume these testing costs for those employees. In addition, we will pay the cost of administering the program. The estimated cost per month for Galles Chevrolet will be \$10,500. This is inclusive of testing and administration by the Medical Provider.

Investing in this program is necessary to ensure that our remaining business can continue operations while also adding another layer of protection to our employees and customers.

Galles Chevrolet Covid-19 Safe Practices

Galles Chevrolet is committed to ensuring that the Dealership is a safe location for our employees and our customers. We are also committed following the rules and guidelines set forth by both the Federal Government and the Governor of New Mexico. We have adhered to every policy that has been put into place and that includes immediately notifying the NMED when we have a COVID-19 positive case.

We have had a COVID-19 Coordinator in place for months now at the Dealership and we have very strong record keeping for contact tracing and close contacts. We also have a streamlined process to notify employees of their quarantine requirements and any sick leave or COVID-19 benefits they might have.

We have also invested in a high-tech cleaning company who comes in and sanitizes the dealership throughout the day and does deep cleanings whenever we have a positive or potential positive case.

It is extremely important for us to keep our business open as much as possible while maintaining high safety standards so we can ensure that our employees can continue to support themselves and their families. We know that this is a team effort and we appreciate the difficult decisions the New Mexico Government Officials have had to make.

Below, are a list of COVID-19 safe practices that Galles Chevrolet has been following. We developed these practices from the guidance of our Management Team, OSHA and our Consulting Medical Director:

1. Morning temperature checks for all employees upon entering the building.
2. Customer temperature checks prior to entering building
3. Customer contact information prior to entering building.
4. Sneeze guards in place between all employee - customer interactions.

5. Employees disinfect all areas of their workspace at the beginning of their shift, after their lunch break, at the end of their work shift and after each and every customer interaction.
6. Onsite Professional Cleaning Company cleaning and disinfecting areas throughout the day
7. Masks are required to worn by everyone entering the facility.
8. All employees are required to remain 6 ft apart from customers and coworkers, unless absolutely necessary.
9. Dealership work areas where positive employees work are closed down and professionally sanitized after any possible infection or contamination of Covid – 19.
10. Immediate Submission to OSHA By Cori Galles per state guidelines of any positive employee.
11. We keep an updated spreadsheet of all current and past infections as well as close contact employees in quarantine.
12. Contact Tracing according to State Regulations is performed whenever an employee is positive or is showing symptoms.
13. Anyone who is a “Close Contact” of a positive employee is sent home immediately for 14 day Quarantine and told to test 7-9 days later and report test results to the dealership.
14. The General Manager routinely walks through the dealership to ensure all dealership policies are being followed.
15. Several Covid – 19 related policies have been issued to the employees. Failure to abide by these policies can lead up to termination and anyone who violates them are written up.

Our family is committed to New Mexico and our team of 100 employees. We hope that you will consider us for this program and please do not hesitate to contact us with any questions or revisions related to this plan.

Thank You,
Cori Galles
Vice President
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