



## New Mexico Surveillance Testing & Contact Tracing Plan

Reliable Chevrolet (NM), LLC's Surveillance Testing & Contact Tracing Plan (the "Plan") will be deployed to consistently screen all employees working in the Company's automotive dealership located at 9901 Coors Blvd. NW, Albuquerque, New Mexico 87114. The purpose of the Plan is to proactively identify positive COVID-19 cases to mitigate asymptomatic spread. The Plan covers all employees of the dealership including those within its sales, service, parts, and body shop departments.

**Reliable Chevrolet COVID-19 Coordinator:** Kristi Caudle  
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**Reliable Chevrolet COVID-19 Asst Coordinator:** Ken Orosco  
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Reliable Chevrolet's COVID-19 Coordinator, as assisted by the Assistant Coordinator, will be responsible for ensuring protocols are implemented and followed.

### 1. Surveillance Testing

- a. All Reliable Chevrolet employees who are not currently required to self-quarantine or self-isolate shall be tested every two weeks within two consecutive days. As may be occasionally required to accommodate an individual employee's work schedule or availability, testing may occur outside of the designated test days, but shall still be conducted during the designated test week.
- b. Employees will be divided into two equal groups (Group A and Group B). Testing for the groups will be as follows:
  - Group A*      *Every other Thursday and Friday 8:00 a.m. to noon*
  - Group B*      *Every other Thursday and Friday (the alternate Thursday and Friday from Group A) 8:00 a.m. to noon.*
- c. A private provider will administer a New Mexico Department of Health-approved COVID-19 test to employees on the designated testing day.

- d. **Daily**, all employees will process through a health screening prior to the start of their shift. Employees who pass the health screening will enter the facility and clock in.

## 2. Employee Communication

- a. Prior to testing, employees will receive information on the purpose of the surveillance testing, the type of test used, how the test will be performed, and confirm that Reliable Chevrolet will pay for all surveillance testing under this plan with **no out of pocket cost** to employees. See **Appendix I** for employee communication regarding testing.
- b. Employees will receive a test instrument Fact Sheet for Patients with clear information on test reliability and interpreting test results.
- c. Reliable Chevrolet COVID-19 surveillance testing is HIPAA compliant to ensure employee medical privacy will be respected. All test results are private and confidential, except when required to report to public health officials. Employee communication will include a HIPAA consent form, which authorizes the Company to receive a copy of COVID-19 test results for surveillance purposes and to ensure immediate isolation from work and timely contact tracing. Except for retaining a record of name, date, time and result of the test, no personal health data is retained.
- d. COVID-19 surveillance testing is mandatory for all employees. Employees who refuse to participate in mandatory testing will not be permitted to work and will be either placed on unpaid Leave of Absence (LOA) or discharged from employment, as appropriate to the circumstance. Employees will receive instructions on who to contact if an accommodation is needed to complete the testing.

## 3. Test Results

- a. Results will be provided to employees electronically by email or text based on their preferred method of communication. Access to the FDA Fact Sheet for Patients will be provided with instructions for seeking follow up care.
- b. Reliable Chevrolet's COVID-19 Coordinator and Assistant Coordinator will conduct a risk assessment of all confirmed COVID-19 cases which includes contact tracing and quarantining of coworkers identified as close contacts.
- c. Both Reliable Chevrolet's COVID-19 Coordinator and the lab will complete the Communicable Disease Reporting required to the public health department.
- d. Any and all employees who test positive will not be allowed to return to work until they have met the isolation protocols and are no longer considered contagious per New Mexico Department of Health Policies for the Prevention and Control of COVID-19.<sup>1</sup>

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<sup>1</sup> <https://cv.nmhealth.org/wp-content/uploads/2020/11/EPI-COVID19-Containment-Policies.10.30.20.pdf>

- e. Reliable Chevrolet follows the symptom-based strategy for COVID-19 mitigation which requires:
  - i. Isolation for 14 days from onset of symptoms; **and** 24 hours fever free without fever reducing medicine; **and** most symptoms resolved.
  - ii. Asymptomatic cases are required to isolate for 14 days from test collection date. If asymptomatic cases develop symptoms, isolation will follow the protocol outlined above in (b)(i).
  - iii. For employees previously diagnosed with symptomatic or asymptomatic COVID-19 who remain asymptomatic after isolation and recovery, retesting will not be required for 90 days after the date of symptom onset or test collection date for asymptomatic cases of the initial COVID-19 infection.<sup>2</sup>

#### 4. Contact Tracing

- a. Upon notification of a confirmed COVID-19 case, Reliable Chevrolet's COVID-19 Coordinator and Assistant Coordinator conduct a risk assessment which includes contact tracing and quarantine of employees identified as close contacts. Close contact tracing protocols include:
  - i. Case contacts are assessed from 48 hours prior to the date of onset of symptoms or 48 hours prior to test collection date for asymptomatic cases.
  - ii. The risk assessment includes assessment of work, household, and social close contacts.
  - iii. **“Close contact” is defined as:** staying in the same close environment within **6 feet** (2 meters) of a confirmed Covid-19 case for **3 minutes** or more or anyone who had contact with the employee's body fluids and/or secretions such as were coughed on/sneezed on, shared utensils or saliva while the case was ill (beginning 2 days prior to illness onset and continuing until resolution of illness).
  - iv. Work close contacts: assess social distancing during work, breaks and if employee carools.
  - v. Household close contacts: assess total household members and household members who are ill and onset of illness date/symptoms and provide quarantine instructions.
  - vi. Social close contacts: assess if employee traveled or participated in any gatherings with non-household members with family and friends (i.e., holiday,

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<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>, but increased to 14 days.

birthday, or other social gatherings) and assess if they participate in any outside activities, sports, yoga, gym, etc.

- vii. All close contacts are required to quarantine for 14 days from last date of contact with the confirmed case per New Mexico DOH Policies for Prevention and Control of COVID-19.<sup>3</sup>
- b. Following a confirmed case, Reliable Chevrolet's COVID-19 Coordinator and Assistant Coordinator immediately provides for deep cleaning provided by a third-party professional cleaning service who will disinfect all areas of the facility where the infected employee was within the facility in the proceeding 5 days in accordance with current Centers for Disease Control and Prevention (CDC) guidelines.<sup>4</sup>
- c. Reliable Chevrolet's COVID-19 Coordinator will serve as the point of contact and shall provide DOH with contact tracing data and information according to the state's protocols. Upon confirming a COVID-19 case, Reliable Chevrolet's COVID-19 Coordinator will notify NMED's Occupational Health and Safety (OSHA) program within four (4) hours utilizing the online form.

## **5. Reliable Chevrolet's Commitment to COVID-19 Safe Practices**

Reliable Chevrolet is committed to ensuring that the dealership is a safe location for our employees and our customers. We are also committed to following the rules, regulations, guidance, and guidelines set forth by both the Federal Government and the Governor of New Mexico.

Our dealership is professionally sanitized throughout the day and as described above, additional deep cleanings occur whenever we have a positive or potentially-positive COVID 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.

The following are a list of COVID-19 safe practices that Reliable Chevrolet is dedicated to maintaining:

- Full compliance with the foregoing Plan directives on testing and contact tracing.
- Morning temperature checks for all employees upon entering the dealership.
- Customer temperature checks prior to entering building
- Customer contact information prior to entering building.

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<sup>3</sup> <https://cv.nmhealth.org/wp-content/uploads/2020/11/EPI-COVID19-Containment-Policies.10.30.20.pdf>

<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- 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.
- Professional cleaning company cleaning and disinfecting dealership areas throughout the day
- Masks are required to worn by everyone entering the dealership.
- Our General Manager routinely walks through the dealership to ensure all dealership policies are being followed.
- Insistence that all employees comply with the Plan and all implemented safety protocols. Failure to abide by these policies results in progressive discipline up to termination of employment.

## **6. Plan Terms and Conditions**

- a. At all times while in effect, the Plan will be conspicuously posted in a common area for all employees to inspect.
- b. All employees will be trained on the Plan, acknowledge training, and be required to agree to comply with the Plan. Reliable Chevrolet will maintain documentation showing employees received the training and make available to agents of the state upon request.

## Appendix I - Employee Communication

Dear Reliable Chevrolet Team Member,

- On **Wednesday, December 23, 2020**, we will begin a program of bi-weekly COVID-19 surveillance testing for all employees.
- The purpose of the surveillance testing is to further protect the safety of our employees by rapidly screening for COVID-19 to identify cases and prevent transmission.
- All employees will be tested every two weeks, based on a defined schedule.
- Testing will be completed after the health screening process.

### TESTING INFORMATION

- Mandatory for all employees. Employees who refuse to participate in the surveillance testing will be placed on a temporary unpaid Leave of Absence or are subject to termination of employment, in the company's discretion.
- Surveillance testing is paid for by Reliable Chevrolet.
- Testing will be completed using New Mexico Department of Health-approved COVID-19 test.
- Prior to testing, you will receive clear information on test reliability and interpreting test results.
- Surveillance testing is HIPAA compliant to ensure your medical privacy will be respected. All test results are private and confidential, except when required to report to public health officials.

### RECEIVING RESULTS

- Results will be provided to you digitally based on your preferred method (email or text).
- Access to a Fact Sheet for Patients will be provided with instructions for seeking follow-up care.
- All employees who test positive, will be contacted by Reliable Chevrolet's COVID-19 Coordinator (Kristi Caudle) or Assistant Coordinator (Ken Orosco).
- If you test positive, you will not be allowed to return to work until you meet the isolation protocols and are no longer considered contagious per New Mexico Department of Health Policies.

### QUESTIONS

- A copy of Reliable Chevrolet's Surveillance Testing & Contact Tracing Plan is available in the employee breakroom for you to review.
- If you have questions about the testing, or if you need an accommodation to complete the testing, please contact Reliable Chevrolet's COVID-19 Coordinator (Kristi Caudle) or Assistant Coordinator (Ken Orosco).

The safety of our employees and customers are our foremost concern. We appreciate how each of you have risen to the challenge of providing a safe workplace during these challenging times. We trust that this Surveillance Testing & Contact Tracing Plan will enhance our efforts.