

Current to **May 5, 2020**. For the most up to date information visit <http://www.manitoba.ca/covid19/index.html>

General - All Departments (Check once complete) ☒

<input type="checkbox"/>	No shared cutlery in lunchroom	<input type="checkbox"/>	Contractor management system
<input type="checkbox"/>	Customers in building limited (see note below)	<input type="checkbox"/>	COVID-19 related signage
<input type="checkbox"/>	Communication with staff (email, posters, etc.)	<input type="checkbox"/>	Staggered breaks
<input type="checkbox"/>	Handshaking prohibited	<input type="checkbox"/>	Limit face to face meetings
<input type="checkbox"/>	Workstations 2 metres apart	<input type="checkbox"/>	Sanitizing high-touch areas
<input type="checkbox"/>	2 metre markers on floor by payment counters	<input type="checkbox"/>	COVID-19 related resources
<input type="checkbox"/>	Limiting entry / exit points (1 recommended)	<input type="checkbox"/>	Sanitize hands upon entry (customers & staff)
<input type="checkbox"/>	COVID-19 related PPE (gloves, masks, etc.)	<input type="checkbox"/>	No gatherings of more than 10 people
<input type="checkbox"/>	Customer lounge(s) protocols (no magazines, snacks, shared supplies, etc.)	<input type="checkbox"/>	Monitoring capacity in building and customer lounge(s)
<input type="checkbox"/>	Handwashing / alcohol-based hand sanitizer protocols and facilities	<input type="checkbox"/>	Health monitoring of staff (ensure staff stays home if feeling ill, self-assessments)
<input type="checkbox"/>	Protocols for positive COVID-19 test	<input type="checkbox"/>	Assess need for barriers, such as Plexiglas were applicable

Service / Body Shop (Check once complete) ☒

<input type="checkbox"/>	Limit non-essential staff / visitors	<input type="checkbox"/>	Service Advisors “vetting” customers (COVID-19 health questionnaire)
<input type="checkbox"/>	Designated drivers in / out of shop	<input type="checkbox"/>	Vehicle high-touch points sanitized
<input type="checkbox"/>	Shared tools sanitized after use	<input type="checkbox"/>	Close work bays to allow for proper distancing
<input type="checkbox"/>	Laundry service for coveralls	<input type="checkbox"/>	Access to proper PPE

Parts (Check once complete) ☒

<input type="checkbox"/>	Online orders	<input type="checkbox"/>	Receiving deliveries protocol
<input type="checkbox"/>	Cashless transactions	<input type="checkbox"/>	No face to face team meetings
<input type="checkbox"/>	Shared supplies sanitized after use	<input type="checkbox"/>	Sanitize counters regularly

Sales (Check once complete) <input checked="" type="checkbox"/>			
<input type="checkbox"/>	No shared supplies (Pens, staplers, etc.)	<input type="checkbox"/>	Protocol for meeting with customers
<input type="checkbox"/>	Protocol for test drives	<input type="checkbox"/>	Paperless transactions
<input type="checkbox"/>	Sales Associates “vetting” customers (COVID-19 health questionnaire)	<input type="checkbox"/>	Other:

Detail (Check once complete) <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Vehicle high-touch points sanitized	<input type="checkbox"/>	Shared tools sanitized after use
<input type="checkbox"/>	COVID-19 related PPE (gloves, masks, etc.)	<input type="checkbox"/>	Used towels laundered or disposed of after each use

Admin (Check once complete) <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Work from home options	<input type="checkbox"/>	No shared office supplies

Shuttle (Check once complete) <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Limit customers in shuttle vehicle	<input type="checkbox"/>	Customers in back seat – passenger side
<input type="checkbox"/>	Disinfect after each trip	<input type="checkbox"/>	Shuttle Drivers “vetting” customers (COVID-19 health questionnaire)

Review legislation to determine if your business falls under schedule A (essential) or Schedule B (non-essential and re-opening in phase one, beginning May 4th)

https://www.gov.mb.ca/asset_library/en/proactive/2020_2021/orders_soe_05052020.pdf

Schedule A

Implement measures to ensure that any person (including staff) attending is reasonably able to maintain a separation of at least two metres from another person

Schedule B

(a) implement measures to ensure that members of the public attending the business are reasonably able to maintain a separation of at least two metres from other members of the public at the business; and

(b) limit the number of members of the public at the business to 50% of the usual occupancy of the premises or one person per 10 square metres of the premises that are open to the public, whichever is lower.