

# COVID-19

Keeping you informed.



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## VEHICLE SANITISATION PROTOCOL

The following protocol must be followed when interacting with either customers' vehicles or any courtesy vehicles being utilised in the business.

- All customers' vehicles must be sanitised prior to entering the workplace production area. This includes seats, dashboards, exterior door handles, boot lid handles.
- Once the vehicle enters the production area, only one technician should be operative on the vehicle at any one given time.
- Each time the vehicle is transferred to the next department, the vehicle needs to be sanitised in the areas that have been worked on and the driver side. This includes exterior door handles, seat, steering wheel and driver side dashboard.
- Once the work required on the vehicle is completed it must be fully sanitised before collection. The vehicle should be locked and the keys secured.
- If the vehicle is driven for any reason, it must be sanitised on the driver side again.
- If the customer collects the vehicle, he/she should pass through the entrance sanitisation station and be handed the sanitised key or key set.  
**ONLY the customer should touch the vehicle.**
- If a customer's vehicle is being delivered to their home or office, the designated driver should carry with him/her a sanitising set and at delivery, in the presence of the client wherever possible, sanitise the driver side.



**Your safety is our highest priority**



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