



March 25, 2020

Greetings from VADA,

As you are aware, the Governor has allowed Virginia's franchised auto dealerships to keep on rolling with significant stipulations — in particular, a 10-patron rule for sales and F&I.

Since the passage of Executive Order 53 on Monday, VADA has distributed messages emphasizing the importance of complying with the Order and other governmental directives. In situations where guidance is unavailable, we have urged dealerships to use common sense for their business decisions.

Please know, it is also vital you effectively lead your organization, take crucial steps to ensure compliance, and record your activities to protect both the public and your business.

Be a leader at this critical time. You may have employees who are skeptical about the significance of the coronavirus or, conversely, are of the opinion your dealership is not giving the virus the seriousness it deserves. Remember:

1. You cannot allow anyone's personal views to affect your fundamental responsibility to comply with Executive Order 53 and other important governmental directives, guidance, and recommendations. **One additional mandatory compliance measure is the posting of notice about Employee Rights under the Families First Coronavirus Response Act (FFCRA)**, which the U.S. Department of Labor (DOL) released today. Click [here](#) to see the poster and [here](#) for FAQs about the notice requirements.
2. You must make sure everyone in your organization understands the seriousness of COVID-19, the steps you are taking in response, and their duty to carry out your business decisions regardless of their personal views.

Record the steps you are taking to comply with governmental requirements and recommendations. Enforce social distancing for customers and employees and follow the guidelines on enhanced sanitization from the Centers for Disease Control and Prevention (CDC). You can find all this information on our Coronavirus Resource Center at vada.com/coronavirus.

Understand some people both inside and outside your organization are upset dealerships (and other businesses) continue to operate. Their view is that everyone should be quarantined regardless of its impact on the economy. And they may question whether your dealership is taking appropriate measures to fully comply with what the government, state and federal, has told you to do.

You must be careful not only to comply with government requirements and other recommendations — including what VADA has distributed — but document the steps you are taking daily. That way, if you are asked about your methods of compliance, you will have records showing all your organization has done to combat the virus' spread, provide important business services for your customers, and provide a safe workplace for your employees — all in accordance with governmental action.

You may see record-keeping as unnecessary in this time of crisis, but you should know that, at some point, all dealerships may be asked if they have done enough. Keep records to show you have.

Lastly, some have reached out asking if they need documentation proving they are an essential employee. The current answer to that is "no." There is no stay-at-home or shelter-in-place order in Virginia. Other states that

have limited individuals from leaving their homes may need such documents to appear at their essential places of work, but that is not currently true in the Commonwealth.

Stay healthy and safe. More than ever, it is a pleasure to service the new car and truck dealers of Virginia.

Sincerely,

A handwritten signature in black ink that reads "Donald L. Hall". The signature is written in a cursive, flowing style.

Donald L. Hall
President and CEO