



Indiana Manufactured Housing Association Recreation Vehicle Indiana Council, Inc.

3210 Rand Rd. • Indianapolis, IN 46241
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www.imharvic.org • www.campindiana.org • www.rvshows.org • www.mfghousing.org

RV DEALERS **RECOMMENDATIONS FOR RAMP UP & PROVIDING A SAFE WORKPLACE**

1. Facility management and operational recommendations
 - a. Staff management
 - i. Office personnel will be encouraged to work from home when possible
 - ii. Sales / service / office staff to work in staggered shifts when possible
 - b. Social distancing
 - i. Office – remain in office and utilize radios and phones to fullest extent, maintain minimum 6ft distance in all office / facility locations
 - ii. Customers – maintain 6ft during qualifying, showing units, completing paperwork and doing delivery walk throughs
 - iii. Deliveries – establish designated drop off and delivery locations to minimize contact with delivery drivers
 - c. Communications
 - i. Meetings – keep meetings to 10 people or fewer. If possible, hold meetings by conference call, Zoom, etc.
 - ii. Customers – utilize pictures, websites, video walk throughs to limit personal interaction. Use phone, email, for administrative tasks
 - iii. Factory reps / suppliers – when possible, utilize email, web-based platforms and Zoom meetings to limit personal interaction.
 - d. Service
 - i. Utilize an appointment-based service schedule
 - ii. Arrange for curbside pickup and drop-offs for all service customers including all parts orders
 - iii. RVs brought in for service will be quarantined for a period of days before service
2. Recommendations to provide a safe workplace for staff and customers (as might be recommended / mandated by the ISDH and / or the CDC)
 - a. Require employees to stay home if they or someone in their home exhibits Covid-19 symptoms
 - b. Upon arrival, require temperature checks and/or hand washing or use of hand sanitizer. Employees with fevers will be sent home
 - c. Hand sanitizer stations will be established throughout the facilities
 - d. Facilities will be cleaned and disinfected at the end of each day, with frequently touched common items being cleaned and disinfected multiple times a day; these include: door knobs and handles, light switches, vending machine buttons and knobs, drawer and cabinet handles, table and counter tops, break room refrigerators and microwave oven handles, sink spigot handles, bathroom hand towel dispenser handles, toilet and urinal handles/buttons, telephones, keyboards and computer mouse, stair rails

In addition, the RV Industry Association (RVIA) has also instituted a Workplace Safety Task Force. Additional guidance and recommendations to keep all levels of the RV industry safe will be distributed as soon as available.

Continued next page



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RV MANUFACTURERS **RECOMMENDATIONS FOR RAMP UP & PROVIDING A SAFE WORKPLACE**

1. Facility management and operational recommendations
 - a. Sanitation
 - i. Implement cleaning rotation disinfecting all commonly used areas once every two hours
 - ii. Make soap and hand sanitizer bottles available throughout the facility for anyone in the plant to use. Employees are encouraged to wash their hands regularly and use hand sanitizer often throughout the day
 - iii. Prop open main inside doorways limiting the number of doors handled by employees. Handles are wiped down daily for doors in use
 - iv. Implement use of face masks as approved under recent CDC guidelines where the 6ft social distancing guideline is harder to maintain
 - b. Social Distancing
 - i. Where possible, eliminate clocking in/out to promote social distancing
 - ii. Recommend seating capacity of lunchroom to be no more than 4 per table
 - iii. During breaks allow employees to scatter to approved locations through the plant or go to their vehicle, maintaining social distancing of 6ft at all times
 - iv. Smoking areas must abide to the social distancing guidelines of 6ft
 - v. During work, employees are to observe the 6ft rule within their work area as much as possible and look for new processes to promote social distancing
 - vi. Plant meetings to be held in groups of no more than 10 maintaining 6ft
 - vii. Limit or close vending areas to limit gathering and repetitive physical contact with machines
 - viii. Bay doors to remain open during shift changes and breaks to avoid lines as employees enter or leave to avoid door touches by employees
 - c. Limit facility access
 - i. No visitors will be allowed in the plant or on the plant property. This includes, vendors, family members, customers and truck drivers
2. Recommendations to provide a safe workplace for plant management and employees (as might be recommended / mandated by the ISDH and / or the CDC)
 - a. Require employees to stay home if they or someone in their home exhibits Covid-19 symptoms
 - b. Upon arrival, require temperature checks and/or hand washing or use of hand sanitizer. Employees with fevers will be sent home
 - c. Hand sanitizer stations will be established throughout the facilities
 - d. Facilities will be cleaned and disinfected at the end of each day, with frequently touched common items being cleaned and disinfected multiple times a day; these include: door knobs and handles, light switches, vending machine buttons and knobs, drawer and cabinet handles, table and counter tops, break room refrigerators and microwave oven handles, sink spigot handles, bathroom hand towel dispenser handles, toilet and urinal handles/buttons, telephones, keyboards and computer mouse, stair rails

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