

CAL> Standard Operating Procedure

Opening and Closing Procedure

This standard operating procedure describes the opening and closing procedures for CAL>Isuzu showroom and entrance areas.

It is the responsibility of CAL>Isuzu Receptionist and or Administrator at each branch to follow all opening and closing procedures to ensure proper cleaning and sign in is maintained in accordance to the COVID-19 Ministry of Health Guidelines. As part of this procedure the Receptionist and or Administrator is to complete the CAL COVID-19 Cleaning Schedule.

Cleaning schedule (attached) to be completed daily by Reception or Site Administrator for each site.

Step	Tasks	Owner	Timing
Process Start – Opening			
1	Unlock front doors Ensure doors are pinned back so visitors, customers don't touch hard surfaces.	Reception / Administrator	Immediately on open
	Maintain barriers to stop unauthorised visitors to walk through CAL Building.	Reception / Administrator	Effective immediately during COVID-19
2	Sign-in Sign in visitors (Reception iPad) and staff who do not clock in on the timeclock (Salary staff)	Reception / Administrator	Effective immediately during COVID-19
3	Common Areas & Shared equipment Make sure commonly used surfaces and equipment are wiped down and sanitised on a regular basis. Refer to cleaning schedule.	Reception / Administrator	Ongoing
Closing Process			
4	When closing, complete step 3 and sign out staff through the sign-in system (Reception iPad).	Reception / Administrator	Ongoing
	Sanitise front door/ entry handles. Lock front door and arm alarm system.	Site Manager	Ongoing
Process Complete			