

PRE-VISIT CHECKLIST



At this time of Covid-19, the safety of our dealers, their customers and our own representatives is of critical importance. LGM has implemented a formal health and safety protocol as we prepare for our upcoming visit to your workplace. Here is what you can expect from LGM during any in-person visits to your dealership by an LGM employee:

- We will always confirm appointments in advance and gain your consent for each visit;
- We will wear Personal Protective Equipment (PPE) at all times while at your location;
- We will respect physical distancing guidelines at all times;
- We will limit our visits to a maximum of 60 minutes and only meet with essential contacts;
- We will comply at all times with the up-to-date health regulations for your Province;
- We will not require hand signatures, share documents, or drop off supplies (all of which shall be managed digitally or through approved couriers); and
- We will not eat/drink or leave behind any refuse during our stay.

FOR THE PROTECTION OF OUR LGM REPRESENTATIVES, WE ASK THAT YOU PLEASE RESPOND TO THE BELOW PRE-VISIT QUESTIONNAIRE PRIOR TO OUR ARRIVAL:

	YES	NO
Have you, or anyone in your workplace experienced symptoms consistent with COVID-19 in the past 10 days?		
Have you, or anyone in your workplace been diagnosed with COVID-19 in the past 10 days?		
Have you, or anyone in your workplace been in close contact with someone diagnosed with COVID-19 in the past 14 days?		
Have you, or anyone in your workplace travelled outside of Canada within the last 14 days?		
Is anyone at your workplace awaiting laboratory test results for COVID-19?		

If your answer to any of the above questions is "yes" then we respectfully request to meet via video conference rather than a physical appointment until you are able to respond to all of the above questions with "no".

As it relates to our contemplated in-person visit:

	YES	NO
Can you confirm that a dedicated meeting room is available for our visit that ensures adherence to physical distancing standards (minimum 2m distancing)?		
Can you confirm that Personal Protective Equipment (PPE) (a facial mask at minimum) will be used during our visit?		
Are you comfortable with an LGM representative visiting you at this time?		

If your answer to any of questions 6-8 are "no" then LGM will request to book an online video appointment.



Please kindly attach and return this form by email to your LGM Dealership Development Manager (DDM).

PROUD TO BE RESPONSIBLE

1-866-287-6200

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