



April 18, 2020

Brent Franks  
President  
North Texas Automobile Dealers

Via Email — cbfranks@ntxad.com

Re: Guidelines for Automobile Dealers Operating in Dallas County

Dear Mr. Franks:

Based on recent guidance from the Cybersecurity and Infrastructure Security Agency (CISA), Dallas County is hereby allowing automobile dealers to open their showrooms to the public, so long as dealerships take the necessary steps to ensure the safety of their employees and customers.

Automobile dealers are required to follow the Rules for Essential Retailers set forth in Exhibit A of the Dallas County Safer At Home Order (enclosed). Additionally, please be advised all automobile dealers operating in Dallas County must follow the below guidelines if open to the public:

1. All employees and customers shall wear a cloth covering or mask;
2. Access to showrooms and customer waiting rooms must be controlled so that employees and customers can maintain six feet of distancing;
3. Vehicles must be sanitized before and after each test drive. The person conducting the cleaning will wear gloves, facemask and use materials sanctioned to sterilize the inside of a vehicle by the CDC & manufacturer;
4. Delivery of vehicles can be done at the dealership or to the consumer at their business or residence, and dealership employees must maintain six foot distancing during the transaction;
5. Employees must maintain six feet of distance when providing mechanical services; and
6. Employee breakrooms must be controlled so that employees maintain six feet of distancing.

I appreciate your help in keeping your employees, customers, and all of us in Dallas County safe and healthy.

A handwritten signature in blue ink that reads "Clay Lewis Jenkins".

Clay Jenkins  
Dallas County Judge