

# Dealer Advisory

April 29, 2020



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A regularly updated "**Coronavirus Toolkit**" is available within the MADA website. From the [home page](#), go to the *FAQ* tab and select *Coronavirus Toolkit* or [click here](#).

## Finance License Renewals -- Look for an Email Next Week

We understand dealership operations are a bit complicated at this time. However, it will still be necessary for dealerships to renew their installment seller (finance) license on time. If your staff is working remotely, or if the person who handled the renewal last year is not currently employed by your dealership, please confirm someone receives and will be handling the necessary paperwork for renewal.

The Department of Insurance and Financial Services (DIFS) expects to begin emailing installment seller license renewals to dealerships the week of May 4, 2020. The email "from" address will display [DIFS-CFRenewals@michigan.gov](mailto:DIFS-CFRenewals@michigan.gov). **The renewal form and unique dealer payment code will be sent to the email address on file for your dealership.** If that email has changed due to unemployment or any other reason, please contact MADA ([jquinn@michiganada.org](mailto:jquinn@michiganada.org)) or DIFS ([DIFS-CFRenewals@michigan.gov](mailto:DIFS-CFRenewals@michigan.gov)) to update the email address.

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## Conference Call with Speaker Chatfield

We thank all the dealers who joined us on Tuesday for a conference call with Speaker of the House, Lee Chatfield. He provided some great insight on how the Michigan Legislature is working together to support residents during the COVID-19 crisis. Many dealers have commented that the update was incredibly beneficial. If you would like to send a short note to the Speaker to show appreciation for his time, please feel free to email his office at [DCardenas@house.mi.gov](mailto:DCardenas@house.mi.gov), or mail a note to: Honorable Lee Chatfield, Speaker of the House, PO Box 30014, Lansing, MI 48909-7514.

## Updated Guidance & Information

### Legal Alerts from Fisher Phillips

Fisher Phillips continues to follow legal and regulatory updates related to the COVID-19 crisis, both on the national and state levels. Here are the newest legal alerts for employers:

**Apr. 27 -- [The Virtues And Vices Of Voluntary Attendance Policies In The COVID-19 Era](#) .**

Although these policies often improve employee morale and ease administrative burdens, they run the risk of creating significant problems if administered improperly. For example, they could alter the at-will employment relationship and limit your ability to conduct equitable and fair layoffs should economic conditions further deteriorate.

**Apr. 28 -- [Government Doubles Down On Warning To Employers Accepting Small Business Loans](#).** Following rapid depletion of funds available to small businesses under the CARES Act and subsequent Congressional action to refill the well, the Treasury Department today vowed to conduct "full audits" of companies receiving Payroll Protection Program (PPP) loans of more than \$2 million.

**Apr. 23 -- [Don't Forget the Basics When Reopening Your Retail Business: A 5-Point Plan](#)**

This article will address five areas retailers need to monitor to avoid setting themselves up for litigation as they work to return to normalcy: hiring, attendance, wages, performance, and accommodating disabilities.

## Preparing to Reopen: Guidance & Resources

Dealers throughout Michigan have begun developing a plan for reopening the dealership, *when the governor allows*. There are many issues to consider, from staffing to cleaning and possible new showroom/office layout -- all in a manner that follows Michigan and CDC guidelines, while also ensuring employees and customers feel safe and comfortable.

As you are making plans to reopen your showroom, you may find the following resources helpful. We will continue to keep this section in the DADA/MADA dealer advisories and update as new information and guidance becomes available.

### Professional guidance...

- **NEW!** [Plante Moran Webinar, Apr. 30: Planning for the “Great Restart”](#)
- [NADA Guide: Safely Operating your Dealership During a Pandemic](#)
- **Apr. 24 --** [NADA FAQ: Dealership Health and Safety Concerns During A Pandemic](#)
- [Fisher Phillips Post-Pandemic Back-To-Business FAQs For Employers](#)
  - **Apr. 27 update** ~ Thinking about implementing a voluntary attendance policy?
- [Fisher Phillips sample COVID-19 Sign For Front Door of Company Facility](#)
- [White House: Opening Up America Again](#)

### Dealership products...

**Face masks.** The governor has [ordered](#) that all businesses and operations whose workers perform in-person work must, at a minimum, provide non-medical grade face coverings to their workers. We are aware of the following two companies that are providing products to dealers around the country:

- R.J. Roberts & Co. Dealer Apparel
  - [Washable multi-layer cotton mask](#) (see image)
  - [Daily face covers](#)
- [Mirabel Promotions](#)



**Desktop barrier** for in-person interactions: [TW Sneeze Guards informational handout](#) (or see image below)

# TW SNEEZE GUARDS

*Attractive barriers to help minimize the spread of germs*

Michigan showrooms will soon be open again for customer traffic, but the way we interact will undoubtedly be different. A Michigan dealer has developed an attractive and easy-to-clean acrylic barrier that can help employees and customers feel more comfortable with in-person vehicle sales and service transactions.



Thick, 1/4" acrylic with a 2" gap underneath for passing paperwork and keys.  
(Similar products are 1/8")



The unobtrusive design allows for comfortable interaction between staff and customers.



Barriers are 24" in height and come in three widths to fit various showroom layouts and desk sizes.

Todd Wenzel Automotive developed TW Sneeze Guards to support the health and safety of their service department employees during the COVID-19 crisis. As showrooms are beginning preparations to reopen, these barriers can help provide protection from germs spread during in-person employee/customer communications. They are also a visual display to customers that your dealership is taking extra steps to make the sales transaction safer and more comfortable for everyone during this time.

The dealership would like to offer these TW Sneeze Guards to other dealers who may be interested. Pricing is as follows:

- 24" x 24" for \$98, plus tax
- 24" x 36" for \$108, plus tax
- 24" x 48" for \$118, plus tax

Delivery charges apply, or you may pick up your order in Grand Rapids.



For more information or to place an order, contact:

**Matt Andrzejewski**  
Service, Parts & Collision &  
Appearance Center Director

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Phone 616.975.3649

TW Sneeze Guards | Todd Wenzel Buick GMC of Grand Rapids | 2727 28th St SE, Grand Rapids, MI 49512

Seller disclaims all warranties in connection with the product, express or implied, as to any matter whatsoever, including without limitation description, quality, design, performance, specifications, condition, merchantability, and fitness for any particular purpose. Additionally, the seller makes no assurances, express or implied, that the product will protect or prevent the spread of any infectious disease, virus, or illness of any kind, including without limitation, COVID-19.

Please feel free to contact DADA at (248) 643-0250 or MADA at (800) 292-1923 if you have any questions.

*This advisory has been prepared in conjunction with  
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