

ORIGINAL DATE: 3-13-2020

REVISED: 3-26-2020

A Message for All Store Members

**SAFETY MEASURES:** As we continue to monitor the COVID-19 situation very closely, we wanted to reach out to share the actions we can take to keep our stores safe and clean for you, our employees, and the community.

These Enhanced Safety Measures Include:

- Disinfecting all high-touch areas, including workstations, product displays, restrooms, and counter areas with a disinfecting cleaner.
- Increasing accessibility of hand sanitizers for clients and employees at multiple stations across each store to protect the safety of the community in and outside our stores.
- Increasing weekly deep cleanings of our stores and distribution centers.
- Discouraging handshakes or physical contact with one another.
- Delivery drivers are strongly encouraged to wear gloves. Any glove that inhibits touching your face will work. It is important to wash your hands prior to putting the gloves on and wash them again immediately after taking the gloves off.
- Implementing a 60-day no-signature on invoices to avoid direct contact.
- Cleaning and disinfecting of DASH Devices by our delivery drivers.
- Wiping down of delivery vehicles after each use.
- Using your assigned terminal and disinfect before allowing someone else to use (discourage shared workspaces where possible).
- Cash drawers and cash exchanges - Washing or wiping your hands with disinfectant before and after any cash transactions is recommended. Also cash drawer entry buttons and coin trays should be disinfected at the end of every shift.
- Credit Card Transactions - Please have the customer insert the card themselves into the reader if possible. Washing or wiping your hands before and after the customer gives you their credit card. The machine should be wiped down every half an hour the store is in operation.
- When delivering parts, please set them down instead of handing directly to a person to avoid contact.
- Touch Reduced Delivery - Do not enter customer place of business if possible. Honk horn and set parts outside door. Place in bag if necessary to protect from weather.
- All employees are expected to maintain a physical separation from each other and customers of no less than 6 feet. Do not congregate in one area at any time for any reason.
- If customers are being allowed into the building, disinfect any surfaces touched after their departure.

**NON-INVENTORY EXPENSES** - Any non-inventory expense over \$100 needs to be approved by your District Manager and General Manager. Please use the HelpDesk form for any expense over \$100 that is non-inventory.

**OP62** Please review OP62 Page 3 - All Factory Direct or outside supplier orders must be paid in full before the items are ordered.

**FREQUENTLY ASKED QUESTIONS** A “Frequently Asked Questions” guide is included cover the topics of what the company will do in the event someone tests positive or a quarantined policy needs to be implemented. Any stores with the Dash mobile phones should clean them frequently. The best practice is to use disinfectant wipes that aren’t too wet. Do not spray or use soaked wipes as it could damage the phones. Here is a good article about cleaning electronics. Please stock up on wipes locally and put a bottle in every delivery vehicle to do this. Don’t forget to wash hands frequently as well to limit exposure. We will continue to have communication about the virus and what we can all do to stay safe.

**RESOURCES** For more information on the coronavirus and its prevention, visit the CDC’s [coronavirus page](#). CDC guidance on clinical signs and symptoms and infection prevention and control recommendations are [available here](#). We encourage everyone to check with their local health departments and hospitals for additional information.

**COMMUNICATION** Please communicate any questions or concerns via [help@autowares.com](mailto:help@autowares.com) (being monitored closely) or contact your supervisor.

## CDC GUIDELINES

Wash hands for at least 20 seconds	Use hand sanitizer between washes	Avoid handshakes	Avoid touching your eyes, nose, and mouth	Cough and sneeze into your elbow (not hands)	Stay home if you are sick	Avoid close contact with anyone who is sick	Disinfect commonly touched surfaces
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