



AWI Visitors, Vendors and Contractors Access | COVID-19 Policy Update 07-30-20

We want to update the plans communicated 06-30-20 for Visitors & Contractors at AWI facilities. We are extending COVID-19 special policies as indicated below. As of 07-30-20 we continue to experience COVID case activity in MI, IL, IN and WI. We feel that limiting the amount of Vendor and Contractor activity along with limiting the face to face meetings at the Auto-Wares distribution centers, stores and supporting offices remains the best course of action.

Distribution Centers:

- **DC's will remain closed for Visitors, Vendors and Contractors until August 31st, 2020**
- Exceptions for Vendor projects must be pre-approved by Jim Harthorn and Vendor teams will be limited to a maximum of 4 people per supplier.
- Contractor non-emergency needs or ongoing service access to be approved by Jim Harthorn.
- All visitors and contractors are required to complete the Visitor and Contractor COVID-19 Self Screening form and also participate in the AWI Screening at each location designated area.

UPDATE - Store Operations:

- **Store Operations will remain closed for Vendor calls and Contractors until August 31st, 2020**
- Vendor project teams remain at a 4 person maximum and are to be pre-approved by Murray Smith.
- Contractor non-emergency needs or ongoing service access are approved by District Managers.
- All visitors and contractors are required to complete the Visitor and Contractor COVID-19 Self Screening form and also participate in the AWI Screening at each location designated area.

Will continue to monitor COVID-19 activity levels by area and hope to relax these COVID-19 rules when appropriate.

Auto-Wares Management Team

If you have any questions or concerns, please contact help@autowares.com