

A Message for All Team 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 workplaces safe and clean for you, our employees, and the community. In addition to a screening process for all employees and visitors, we are also encouraging the following:

Warehouse Safety Measures:

- Disinfecting all high-touch areas, including workstations and bathrooms, with a disinfecting cleaner.
- Increasing accessibility of hand sanitizers and disinfecting wipes for customers/guests and employees throughout the offices.
- Increasing weekly deep cleanings of our stores and distribution centers.
- Discouraging handshakes or physical contact with one another and discouraging in-person meetings at this time.
- Discouraging the use of shared workspaces and equipment – Please use your assigned workspace and disinfect before allowing someone else to use.
- Asking all employees 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.
- Increasing Tote Sanitization each morning.
- Reducing open hours to allow for 36hr periods of inactivity (closed on Saturdays).
- Reducing some connections between distribution centers to limit potential community spread within the Auto-Wares network.

Store Safety Measures:

- 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 and limit customers in the store to four customers at a time.
- If you are waiting on a customer at the counter or during a delivery, you must wear a mask. If your work environment does not allow you to social distance by 6ft, a mask is to be worn as well.
- Implementing sneeze guard/plexiglass shields at retail counters

Corporate Safety Measures:

- Disinfecting all high-touch areas, including workstations and bathrooms, with a disinfecting cleaner.
- Increasing accessibility of hand sanitizers and disinfecting wipes for customers/guests and employees throughout the offices.
- Increasing weekly deep cleanings of our stores and distribution centers.
- Discouraging handshakes or physical contact with one another and discouraging in-person meetings at this time.
- Discouraging the use of shared workspaces and equipment – Please use your assigned workspace and disinfect before allowing someone else to use.

Sales Team Safety Measures:

- No physical contact with customers.
- Sales team members 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.
- Cleaning and disinfecting all electronic devices (phone, iPad, laptop, etc) between calls.
- Wiping down salesperson vehicles after each call.
- If you are delivering parts, please set them down instead of handing directly to a person to avoid contact.
- All salespeople are expected to order Personal Protective Equipment using the HelpDesk form.
- Before visiting a customer, please call the customer to find out what their protocol is and if they are allowing visitors.
- All employees are expected to maintain a physical separation of no less than 6 feet from customers and other employees. Do not congregate in one area at any time for any reason.
- If you are visiting a customer, you must wear a mask. Even when wearing a mask, you should continue to practice social distancing of no less than 6ft.
- Riding with vendor representatives is not allowed at this time. Salespeople are to meet the representative at the customer location. We will announce when the time is right to resume normal Vendor Ride days.

COVID TESTING All Auto-Wares health plans cover COVID-19 testing in full.

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 (being monitored closely) or contact your supervisor.

LATEST 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
Take your temperature before work	Wear a face mask at all times	Practice social distancing as work duties permit	Don't share headsets or objects used near face	Do not congregate in the break room or other crowded places.			