

### SAFETY MEASURES

*Revised 6/1/21*

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 the safety measures below, we highly encourage employees to get vaccinated as eligibility and availability allows.

#### WAREHOUSE SAFETY MEASURES:

- All employees are required to conduct a self-screening daily before the start of their shift. The self-screening includes not coming to work if you feel ill.
- On-going deep cleaning and disinfecting all high-touch areas in distribution centers, including workstations and bathrooms, with a disinfecting cleaner.
- Accessibility of hand sanitizers and disinfecting wipes for employees throughout the offices.
- 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.
- Employees instructed 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. Masks usage required if within 6ft of any individual for unvaccinated employees. Fully vaccinated employees may remove facial coverings but should continue to practice all other safety procedures such as not reporting to work if feeling ill and physical separation of no less than 6 feet.
- Restricting access for outside visitors, vendors and contractors (policy available on [autowares.com/covid](https://autowares.com/covid))

#### STORE SAFETY MEASURES:

- All employees are required to conduct a self-screening daily before the start of their shift. The self-screening includes not coming to work if you feel ill.
- If you are waiting on a customer at the counter or during a delivery, you must wear a mask if you are not vaccinated. Failure to follow mask policy will result in discipline and/or discharge.
- Disinfecting all high-touch areas and common physical touch points within the stores, 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.
- Discouraging handshakes or physical contact with one another.
- No signature required on paper invoices or Dash mobile to avoid direct contact.
- Cleaning and disinfecting of DASH Devices by our delivery drivers.
- Wiping down of delivery vehicles at each change of vehicle operator.
- 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.
- When delivering parts, please follow the customer's mask policy where applicable. If no guidelines are in place, wear a mask during interactions if you are unvaccinated Setting parts down instead of handing directly to a person is recommended.
- 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 your work area does not allow you to social distance by 6 feet, a mask must be worn for unvaccinated individuals. Fully vaccinated employees may remove facial coverings but should continue to practice all other safety procedures such as not reporting to work if feeling ill and physical separation of no less than 6 feet.
- Restricting access for outside visitors, vendors and contractors (policy available on [autowares.com/covid](https://autowares.com/covid)).

#### CORPORATE SAFETY MEASURES:

- All employees are required to conduct a self-screening daily before the start of their shift. The self-screening includes not coming to work if you feel ill.
- Disinfecting all high-touch areas and common physical touch points within the stores and distribution centers, including workstations and bathrooms, with a disinfecting cleaner.

- Accessibility of hand sanitizers and disinfecting wipes for customers/guests and employees throughout the offices.
- 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 your work area does not allow you to social distance by 6 feet, a mask must be worn for unvaccinated individuals. Fully vaccinated employees may remove facial coverings but should continue to practice all other safety procedures such as not reporting to work if feeling ill and physical separation of no less than 6 feet.
- 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.
- Work from home positions have been increased to separate employees within offices & cubicles wherever possible.

#### **SALES TEAM SAFETY MEASURES:**

- Sales team members are required to conduct a self-screening prior to the start of their work day.
- No physical contact with customers.
- Sales team members are not required to wear gloves. However, hand washing and/or disinfecting is mandatory between customer calls.
- We encourage the cleaning and disinfecting of vehicles and all electronic devices (phone, iPad, laptop, etc.) to be done once per day at a minimum.
- All salespeople are expected to order Personal Protective Equipment using the HelpDesk form or source from a local store.
- 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 if you are unvaccinated. Additionally, please follow the customer's mask policy where applicable. If no guidelines are in place, wear a mask during interactions if you are unvaccinated. You should continue to practice social distancing of no less than 6ft.
- Riding with vendor representatives is allowed at this time if all parties are fully vaccinated. If unvaccinated, salespeople can meet the representative at the customer location or ride together while wearing face coverings. It is encouraged to call customers ahead of time to make sure bringing in a manufacturer representative is allowed.

**COVID TESTING AND VACCINATIONS** Auto-Wares health plans cover COVID-19 testing and vaccinations in full. To find a testing or vaccination site near you, please contact your local health care provider, health department, or pharmacy.

**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 can be found on the CDC's coronavirus page. We encourage everyone to check with their local health departments and hospitals for additional information. Auto-Wares COVID Related communications can be located at [autowares.com/covid](https://autowares.com/covid) and on the Launch tab within [autowaresgroup.com](https://autowaresgroup.com)

**COMMUNICATION** Please communicate any questions, problems or concerns via [help@autowares.com](mailto:help@autowares.com). Please include the word COVID in your help@autowares.com communication. Then you should also contact your supervisor directly.

## **LATEST CDC GUIDELINES**

Wash hands for at least 20 seconds	Use hand sanitizer between washes	<b>Wear a Mask</b> 	Cough and sneeze into your elbow	Avoid close contact with anyone who is sick
Take your temperature before work	Avoid touching your eyes, nose, and mouth		Practice social distancing as work duties permit	Disinfect commonly touched surfaces
Avoid handshakes	Stay home if you're sick		Don't share headsets or objects used near face	Do not congregate
Get vaccinated				