

ORIGINAL DATE: 3-13-2020

REVISED: 3-26-2020

A Message for All Warehouse 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 offices safe and clean for you, our employees, and the community.

These Enhanced Safety Measures Include:

- 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 AutoWares network.

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. When cleaning electronic devices, 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/electronics. Here is a good article about cleaning electronics. Please stock up on wipes locally and put in public areas for use. 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 (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