

ORIGINAL DATE: 3-21-2020

We have obtained a copy of the Illinois Governor Executive Order in Response to COVID-19. There are certain groups of businesses and services that are included in the "Essential Services" within the state that will continue to operate. As stated in section 12e. Gas Stations and businesses needed for transportation include; Gas Stations, Auto Supply, Auto Repair and Related Facilities along with bicycle shops and bicycle repair. We have [attached](#) a copy of the entire Executive Order to for your review.

With this information we intend to remain open as an essential part of the transportation supply chain in the Chicago and outlying Illinois markets. Our decisions will remain focused first and foremost on the health and well-being of our customers, and employees. Our Managers continue to have conversations and share feedback.

Our goal is to continue main services as best we can, However as the situations arise and the market changes we will be responding on an as-needed basis and communicating through autowaresgroup.com, autowares.com and e-mail channels.

Service Plans DC's: (please monitor autowaresgroup.com and autowares.com for changes)

- Chicago DC will temporarily be closed on Saturday's beginning 03-28-20. We are doing this in an effort to do additional cleaning as needed and give our employees some down time in these unprecedented times.
- Overnight orders sent before normal cut-off times will be processed and shipped for morning delivery.
- DC Pick-Up service will continue; temporary business hours will be 9am-4pm Monday through Friday and closed on Saturdays. We will be practicing enhanced social distancing at the location and prefer that your drivers use their own cell phones.
- PSX delivery will be adjusted. These plans are being worked on at this time. Please monitor autowaresgroup.com for any updates on PSX orders and runs.
- We have the required "proof of essential worker" documents for each of our employees and have invited them to work with the understanding that If anyone feels unsafe or uncomfortable working during this time they are welcome to take time off using their sick pay and/or paid time off.
- We are using CDC guidelines for all cleaning and hygiene practices. We are reminding and re-training our employees about frequent hand washing, and we are increasingly cleaning and disinfecting our facilities and equipment.
- Importantly, we are asking that our employees and customers stay at home for the protection of others. We need to take care of each other.

Our teams are working hard to continue to serve the auto parts supply chain needs while keeping our customers and employees safety as priority.tinue to serve the auto parts supply chain needs while keeping our customers and employees safety as priority.

Auto-Wares Management