



AWI Visitors, Vendors and Contractors Access | COVID-19 Policy Update 10-02-20

We are extending COVID-19 special policies through October 31st, 2020. We feel that continuing to limit 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 October 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.

Store Operations:

- **Store Operations will remain closed for Vendor calls and Contractors until October 31st, 2020**
- **Vendor project team limits 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