

## To our valued customers:

Your health and safety is our top priority during this evolving COVID-19 (Coronavirus) situation. We want you to feel comfortable when visiting our dealerships, knowing that you are in a safe and clean environment. Our entire company has taken precautionary actions to ensure that the cleanliness and proper sanitation is practiced throughout our stores.

## Here are the steps that our employees are following:

- Staying home and isolating themselves from others when experiencing any cold or flu-like symptoms.
  The West Coast Auto Group has also mandated that any employees that have recently returned from travel outside of Canada to self-quarantine themselves for 14 days, prior to returning to work. All non-essential and business travel has also been canceled.
- Cleaning and disinfecting frequently touched objects and surfaces using a regular cleaning spray or wipe. All demo vehicles, desks chairs arms, restrooms, reception areas, common areas, coffee counters, door handles, keypads and telephones are cleaned and disinfected several times per day.
- 3. Avoiding shaking hands with others
- 4. Washing hands often with soap and water for at least 20 seconds
- 5. Avoiding touching eyes, noses, or mouths with unwashed hands
- Covering mouths and noses with a tissue when coughing or sneezing
- Providing new pens to customers to use
- 8. Offering alternate delivery or test drive arrangements
- 9. Referencing the Center of Disease Control and Prevention's Information
- Staying alert about COVID-19 news from reliable sources such as World Health Organization and Center for Disease Control

We remain committed to protecting the health and safety of our customers and employees at all times.

Sincerely, West Coast Auto Group



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