## To Our Customers:

We are open for business and ready to attend to all your needed car repairs.

In light of the Covid 19 crisis, we wanted to make you aware of our preparations for ensuring a safe environment for our customers and our staff.

Our entire shop has been, and will continue to be, cleaned extensively with proper cleaning products and all surfaces wiped down and sprayed with Lysol, Clorox or other germ killing cleaner.

All staff have been made aware of World Health Organization guidelines in response to this crisis. By now, many of you should be aware of all the precautions as well. We are dedicated to taking them seriously. To that end, we will maintain these guidelines to the very best of our ability. They include, among other things:

- Washing hands frequently, for an extended period of time, with soap. Using hand sanitizer.
- Not touching eyes, nose or mouth.
- Practicing respiratory hygiene (covering mouth and nose with bent elbow or tissue when coughing or sneezing. Disposing of tissue immediately and safely).
- Maintaining "social distance" of at least six feet. Etc.

In addition to the W.H.O. precautions we would like to add the following protocols specifically for our shop:

- No employee will come to work sick. Employees with fever or cough must stay home.
- We respectfully ask customers to please call us first before coming into the shop and discuss your car repair with David or Don on the phone.
- Keys can be dropped off in the drop box located just outside our front door.
  We will be disinfecting your keys when we get them.
- When, or if, you do have to come into the shop, we ask that you adhere to the same "social distancing" guidelines we will be using try to maintain a six foot distance between persons.

- Repair orders can be emailed to you and bills can be paid by credit card over the phone whenever possible.
- All mechanics will wear gloves while working on your car, whenever the repair permits.
- When you pick up your car, we will have wiped the steering wheel, door handles, gear shifter, knobs, buttons and the keys to your car with germ killing products.

Thank you. We will be dedicated to repairing your car while maintaining your safety. Please call us with any concerns.

The Cardone & Daughter Automotive Staff