



**Date:** March 23, 2020

Dear valued Automotive Service Parts Customers:

This morning the Oregon State Governor Kate Brown signed executive order 20-12, "Stay At Home Stay Healthy" order. This order does allow essential businesses to remain open provided they follow recommendations outlined by the CDC. Upon reviewing the executive order as well as reviewing businesses deemed "essential" as outlined in memorandum from the Department of Homeland Security dated 19 March 2020, we have determined that Automotive Service Parts (ASP) is operating within the criteria Transportation and Logistics sectors and at this time will remain open.

We will continue to take your orders and process them as they come in. For now our parts delivery crew will continue to deliver your parts and will be running their normal routes. For your safety as well as our delivery driver's safety and in keeping with the Social distancing mandate by the State of Oregon the following delivery procedures for our delivery drivers will be implemented starting Tuesday 24 March 2020:

1. Drivers will not be entering customer's buildings. **(It would be helpful if you set up drop off area outside)**
2. Drivers have been directed to not pick up cores or returns at this time.
3. Drivers will only be dropping off parts that have been ordered and processed for delivery.
4. Drivers will not be conducting any courtesy pick up's.
5. Drivers are to maintain a six foot distance from other persons at all times.
6. For cash paying customers. At this time we prefer you pay via debit card or visa.

The safety and well-being of our employees is our highest priority and we have implemented the steps and procedures outlined by the CDC to maintain their safety. Due to the stay at home order however, we will not be operating with our normal staffing levels and some of our normal services may be limited. Once again we appreciate your patience for there is the possibility of longer wait times for deliveries. Currently we are able to get the delivery crew out in a quick fashion but as conditions change that could change.

Please understand this situation is fluid and changing constantly. It is our goal to continue to provide the best service we can under the present situation. We will continue to give you updates as conditions change in regards to the impacts of related Covid-19.

We appreciate and thank you for your business and continued support as we work through this serious matter.

Sincerely,

Scott W. Lewis  
Co-Owner