

DURING THIS TIME OF UNCERTAINTY SURROUNDING THE SPREAD OF **COVID-19**, WE WANTED TO REASSURE YOU THAT WE ARE TAKING EXTRA PRECAUTIONS TO KEEP **SIMMONS AUTOMOTIVE & DRIVESHAFT** STAFF AND CUSTOMERS HEALTHY. WE'VE IMPLEMENTED ENHANCED CLEANING AND OTHER PROCEDURES IN OUR FACILITY TO MINIMIZE THE RISK OF PERSON-TO-PERSON TRANSMISSION OF THE VIRUS. EMPLOYEES HAVE BEEN INSTRUCTED TO STAY HOME AND SEEK MEDICAL ATTENTION IF THEY ARE NOT FEELING WELL, WASH THEIR HANDS OFTEN, AND SANITIZE THEIR AREA REGULARLY. WE HAVE ALSO ASK OUR EMPLOYEES TO AVOID PHYSICAL CONTACT WITH CUSTOMERS SUCH AS HANDSHAKES, BUT YOU CAN CONTINUE TO EXPECT TO BE GREETED WITH A WARM SMILE. OUR BUSINESS WILL REMAIN OPEN TO SERVE YOU.

THE **CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)** IS ADVISING THE PUBLIC TO STAY HOME WHEN SICK AND AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK.

WE WILL CLOSELY MONITOR THE SITUATION AND DO ALL WE CAN TO PROTECT OUR CUSTOMERS AND EMPLOYEES, WHILE CONTINUING TO PROVIDE QUALITY SERVICES.

THANK YOU FOR YOUR PATIENCE AND TRUST IN **SIMMONS AUTOMOTIVE & DRIVESHAFT**. PLEASE KNOW WE ARE THINKING OF YOU AND YOUR FAMILIES WELLFARE AND SAFETY.

SINCERELY,

Wade Simmons

Vice President