



Coronavirus - Visitor Procedures

For all vendors, suppliers & non-team member visitors to Brake Supply operations & offices

March 2020

In an effort to protect the health and safety of team members and visitors, and in light of the ongoing concerns raised by the coronavirus (COVID-19), Brake Supply has implemented the following risk mitigation measures in relation to our operations and offices.

Prior to your visit

- Please notify your contact person at Brake Supply as soon as possible if you, or any of the proposed visitors, have been in any high-risk countries in the last 14 days, or in contact with any person who has been in the high-risk countries, as defined by the Centers for Disease Control and Prevention (www.cdc.gov); You will be asked to complete the attached questionnaire and return the completed form to Brake Supply *prior* to visit. Brake Supply will review the form and let you know if approved or denied.
- Be familiar with your own company's policy regarding local and global travel and advise your contact person at Brake Supply if you are not able to attend in person, as we may be able to make other methods of communication available; and
- Only limited areas may be accessible at our operations and offices. In order to ensure the area you would like to visit will be available, please inquire about any of these details before your visit.

During your visit to an operations site

- Upon arrival, you will be asked to thoroughly wash your hands prior to any meeting or work to be performed;
- You may be limited to certain areas within our operations; and
- Avoid handshakes. Courteous nods or verbal greetings will suffice.

During your visit to an office

- Upon arrival, if asked to sign in, please use your own pen to avoid cross contamination;
- You will be asked to thoroughly wash your hands prior to any meeting;
- You may be limited to certain areas within our offices; and
- Avoid handshakes. Courteous nods or verbal greetings will suffice.

After your visit



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- Please notify your contact person at Brake Supply as soon as possible if you develop any symptoms of COVID-19.