

Dear Valued Stagra Customers;

Given with the uncertainty of our world regarding COVID-19 in our community we are taking extreme precautions to ensure the safety and our employees and customers. We are following guidelines put out by the Ottawa Public Health Department and have implemented the following:

- *Enhanced cleaning protocols, sanitizing and disinfecting door handles in our reception area
- *Continue to sanitize each set of keys, please drop on the counter.
- *Continue to sanitize and wipe down steering wheels, gear shifters, and vehicle door handles.
- *Please drop your vehicle off and put keys in thru the door slot.
- *Vehicle drop offs and pick ups to our location after hours strongly encouraged.
- *Payments will be accepted via phone and etransfer. (Please do not send any payment numbers thru email)

In order to further protect our customers and staff, the following services will be suspended until further notice:

*Loaner Vehicles

*Customer pick up/and or drop offs at their homes/workplaces etc

*Customer waiting room is closed. We kindly ask that you drop off your vehicle and pick it up once it is ready.

We have your safety in mind and ask that you keep ours in mind as well. Please follow the recommendations of public health officials and do not come in to our shop if you are experiencing any symptoms or if you have travelled in the past 14 days. Please practice social distancing.

We look forward to continuing to serve our customers and will be open with reduced hours and reduced staff. Changes may be made on a day to day basis depending on work and closely monitoring the global situation of the COVID-19 Pandemic.

We appreciate your business and commitment to overcoming this pandemic together.

Staff & Management of Stagra Automotive Ltd.