



Calvert Holdings, LLC  
120 Tennis Drive  
Bedford, Texas 76002

April 1, 2020

Calvert Holdings, LLC and its divisions, Fusion Auto Finance, Novak Motors, GrooveCar and End Trust are working in accordance with the CDC and all Federal and State mandated regulations due to the recent outbreak of the Coronavirus (COVID-19) pandemic.

Calvert Holdings, LLC and its divisions have made strong efforts to have 100% of our non-essential workforce to work remotely as per the state mandated requirements.

As of Monday, March 30, 2020, the state of New Jersey has lifted the lease return and vehicle delivery ban. As a result, this business is now being conducted at our locations by appointment ONLY. Our organization and employees are following the CDC Guidelines and NYS requirements related to personal interaction including the exchanging of paperwork.

Below are the precautionary measures Calvert Holdings, LLC and its divisions are taking to protect all.

- Building is to remain locked at all times
  - Note: Customers and transporters are prohibited from entering the facility
- All personnel are required to wear gloves at all times while on site
  - Note: Gloves are to be discarded after each return/delivery
- Customers are required to park vehicles in a designated spot when conducting a return
- Separate pens for customer use ONLY are provided, if needed
- In the event that a returned vehicle is required to be moved, disposable, one time use extra-large bags are used to cover the driver seat
- If a vehicle is returned by a customer whom has answered YES to ANY of our organizations COVID-19 pre-screening questions, the vehicle will be isolated for 3 days.
  - After day 3, our staff is to disinfect the vehicle to the best of our ability and follow all guidelines outlined above.

The health and safety of our organization and our customers are our number one priority during this trying time. Our organization is closely monitoring this pandemic and will update our protocol if needed as the CDC, and Federal and State regulations continue to change.