GADA Office to Begin Remote Operations as of Monday, March 23

March 20, 2020

Members are reminded that beginning Monday, March 23, GADA will begin remote operations. As such, our physical office at 2060 Powers Ferry Rd. SE in Atlanta will be closed. However, GADA staff, including our workers' compensation and insurance agency staff, will continue to work during normal business hours and will be accessible by phone and email. Our advocacy, compliance and other services will remain in place while staff works remotely. Nevertheless, we ask for your patience as we all work through this unprecedented situation.

As for TOPS orders, please be advised that after today, March 20, TOPS orders will be filled on a <u>weekly</u> basis. Therefore, orders placed after 1:00 p.m. today will be filled and shipped on Thursday, March 26. As of now, business forms orders will continue to be filled and shipped through GADA Services' endorsed provider SmartSource.

While GADA will be transitioning to remote operations, we understand that much of the work at dealerships cannot be performed remotely. As such, our advocacy efforts are focused on minimizing the scope of any potential statewide order to close businesses. In this regard, we are aware that local counties and municipalities may also be taking similar actions. To assist dealers in advocating for dealerships to remain open, GADA has developed a form letter that can be customized. If you are interested in receiving a copy of this form letter, please send an email request to legal@gada.com.

GADA also understands that dealerships have pressing compliance needs, now more than ever. GADA will continue to distribute alerts that include resources on employment and other legal issues involving COVID-19. If you are not receiving GADA emails, please be sure to add yourself to the list by emailing info@gada.com. Please be sure to read these alerts thoroughly and to share with fellow employees that may need the information. As always, but in particular during this challenging time, dealers may contact the GADA legal staff at legal@gada.com for general compliance questions.

For specific questions and legal advice regarding employment issues, dealers may contact Tillman Coffey at Fisher Phillips, tcoffey@fisherphillips.com.

Again, we appreciate your patience and perseverance as we all navigate through this crisis.

