



**Arlington International Aviation Products, LLC.**

7321 Commercial Boulevard East, Arlington, Texas 76001

3/12/2020

With the common cold, and the seasonal influenza (flu) in full swing as well as the most recent spread of the COVID-19, we want to ensure all our customers and supplier that our organization is taking proactive steps to maintain a safe and healthy workplace.

To support our staff and alleviate growing concerns, AIAP is implementing the following guidelines for all employees.

- Stay home If you and/or a close family member feel sick
- Please bring a doctor's note stating when you can come back to work
- Any time off will be managed as usual
- We ask any employees who travel outside of Texas to self-quarantine for 14 days
- Wash hands frequently with warm, soapy water for at least 20 seconds
- Cover mouth with tissues whenever sneezing, discard used tissues in the trash bins
- Avoid people who are sick with respiratory symptoms
- Clean frequently touched surfaces with Clorox wipes

Per CDC guidelines, we are asking all visitors to use noncontact methods of greeting and avoid close contact as much as possible.

We are also restricting visitors from entering our facilities and encouraging the use of telephone and video conferencing instead of face-to-face meetings.

Nothing is more important to us than protecting the health and safety of our staff, customers, suppliers, and community. We appreciate your continued business with us.

Thanks,  
AIAP Management Team