



AMERICAN ENVIRONMENTAL TESTING LABORATORY

2834 N. NAOMI ST. BURBANK, CALIFORNIA 91504 ELAP# 1541 & 2402 LACSD# 10181
TEL (888) 288-AETL (818) 845-8200 FAX (818) 845-8840 www.aetlab.com

Dear Clients,

Due to the Novel Coronavirus outbreak, American Environmental Testing Laboratory (AETL), has activated its business-continuity and pandemic plans to ensure seamless operations throughout this situation, including provisions for ensuring its Laboratories and offices remain fully operational and are equipped with the needed equipment and supplies.

AETL has implemented several precautionary procedures that reflect the company's focus on:

- The health and safety of our customers, partners and employees.
- The continuity of our services.
- Compliance with governmental regulations and public health guidance currently in place to address the situation.

For all visitors and staff of AETL Laboratories and offices, AETL advises the following:

- Anyone experiencing flu-like symptoms, including fever, is advised not to visit the Laboratory and offices.
- Anyone who has recently traveled outside of the United States is advised not to visit the Laboratory and offices until showing no signs of illness for 14 days after departing from overseas.
- All visitors and personnel are encouraged to practice elevated levels of personal hygiene while in the Laboratory and offices.

The following additional processes have been implemented across all our Laboratories and offices throughout California:

- Before entering the Laboratory premises and our Clients' facilities, our Team members and visitors are required to clean their hands by either washing them with soap and water for at least 20 seconds or using hand sanitizer that contains at least 60% alcohol.
- Before interacting with our peers, clients and visitors, AETL advises safe distant keeping to prevent the risks of exposure to COVID-19 virus.
- Lastly, we do advocate social distancing until Health and Governmental authorities update about the progress of finding a cure against the COVID-19 virus.

We greatly appreciate your understanding and cooperation throughout this current situation. We will continue to closely monitor this situation at a global level and will keep you informed on any significant changes to these procedures.

For additional safety and prevention information, please visit <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Thank you for your continued business and wish you well!

AETL Management Team