



10/15/2021

Dear Customer:

Pursuant to Washington State Governor Proclamations 21-14 and 21-14.1 (“Proclamations”), contractors providing services onsite for a state agency or a health care setting are required to provide proof that their employees are fully vaccinated prior to entry or may make a declaration. AAA Fire Protection Inc. (“Vendor”) declares the following:

- AAA Fire Protection has obtained a copy of, or visually observed, proof of full vaccination for every current employee who may perform work for a state agency or in a health care setting and who is subject to the Proclamations as of October 18, 2021. For every employee hired after October 18, 2021, AAA Fire shall obtain a copy of, or visually observe proof of full vaccination against COVID-19, before sending such employee to perform work in a state agency or health care setting.
- AAA Fire Protection provides a process for its employees with medical or religious reasons that prevent vaccination to request an exception and receive a reasonable accommodation, if one exists that does not create an undue hardship to AAA Fire Protection, in accordance with applicable federal and state law. Any employee that is granted an accommodation will participate in weekly COVID-19 testing.
- AAA Fire Protection maintains documentation of full vaccination (e.g., CDC card) as well as documentation of any reasonable accommodations. AAA Fire Protection shall cooperate with requests for records regarding compliance with the Proclamations, subject to any legal prohibition on disclosure.

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In addition, AAA Fire is taking the following precautions that are mandatory until further notice.

- All employees are required to complete a COVID-19 questionnaire and take their own temperature at the start of each day. Employees considered a risk will be sent home immediately.
- Face masks are required to be worn by every employee when coming and going from the offices or on customer property. Facemasks have been provided to all employees.
- Office employees must wear a mask anytime they leave their workstation, and when anyone enters their workstation.
- In addition to face masks and gloves, shoe coverings are also available.
- All employees must always try to maintain 6 feet of distance while on customer property, in the office or entering the office to pick up parts or use the facilities.
- When meeting in person, do so with windows open to ensure maximum ventilation.
- Employees who are feeling sick must stay home or go home immediately.
- Every one of our employees in the field have been given their own vehicle and may not share vehicles or ride together.
- Employees must wash hands often with soap and warm water for at least 20 seconds or use hand sanitizer with at least 60% alcohol when soap and water is not available. Hand sanitizer has been provided for all employees.
- All employees are encouraged to establish a housekeeping schedule to continue to address regular, frequent, and periodic cleaning ensuring that high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant.
- We are continuing to ensure that we control the number of people entering the building or office by keeping the doors locked and servicing “walk-in” customers curbside or one by one in the lobby and holding virtual vendor and client meetings.
- AAA Fire has implemented a quarantine policy; after air travel, potential exposures, or positive test, contact hr@aaafire.com for details.

If you have any further questions, please reach out to
(206) 284-1721 or hr@aaafire.com

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