



ALASKA TEAMSTER-EMPLOYER
SERVICE TRAINING TRUST
&
CENTER FOR EMPLOYMENT EDUCATION



March 16, 2020

TO OUR PROSPECTIVE APPRENTICESHIP APPLICANTS:

Community is at the heart of everything we do, so as the novel Coronavirus (COVID-19) begins to have a greater impact, we want to share some of the immediate steps we are taking to help you keep you safe and healthy.

Like many others, our company is closely following guidelines from the CDC, the World Health Organization, and our local and national health organizations.

- At present the Anchorage ATESTT/CEE office will remain open to continue to serve you.
- Our staff will be undertaking appropriate measures to ensure your safety and theirs including social distancing as recommended, regular and frequent washing of hands, as well as regular disinfecting of countertops and other touch points in our training locations.
- We will continue to process our apprenticeship openings and application/selection processes as scheduled unless we feel strongly that other necessary steps are required. We do ask that if you or anyone in your household feels unwell to please refrain from coming in person to our facilities. We do accept apprenticeship applications by postal mail.
- Workkeys certificate/test scores are required as part of the mandatory eligibility for apprenticeship applications. In the event you are unable to schedule testing with any of the local municipal or state entities which provide testing; we will accept your otherwise COMPLETE application by the noted deadlines. However, you will be required to submit test scores once we are able to determine a de-escalation of the COVID-19 threat and those entities resume services.

While we know the COVID 19 threat will disrupt business as usual in the short term, everyone's health and safety are of utmost importance to us and we guarantee that we are closely monitoring updates from the CDC, and are following CDC recommendations. We wish you all the best during this trying time. We want to assure you - **our valued customers**, we will be here ready to serve and assist you as things get back on track in any way we can during this threat and after it has passed. Thanks for your continued business and be well!

- John Lovdahl, Director

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