



A Textron Company

**Subject:** Coronavirus (COVID-19) Visitor/Student Requirements

Dear Valued Customer,

The health and safety of our customers and employees remains Bell's top priority while we continue operations as an essential business. Following the recommendation of health officials and other experts, Bell has implemented precautionary measures to promote and maintain a healthy environment including enhanced cleaning protocols, PPE distribution, revising conference room capacities, and certain visitor screening requirements.

To further promote and maintain a healthy environment at our training facility, we now ask international students to provide a copy of the negative test result used to board the airline to enter the United States or the state of Texas. This document is preferred in English to help facilitate check-in.

We ask that our visitors follow CDC guidelines when onsite at any Bell facility and join us in best practices including:

- Proper hand and respiratory hygiene
- Physical distancing when possible
- Staying home if you feel ill

**Please note: Bell is requiring masks to be worn in public and common areas and where you are unable to socially distance. This applies for both vaccinated and unvaccinated individuals.**

It is our expectation that our onsite customers comply with our safety procedures and make appropriate arrangements.

We appreciate your business during this unique time and are grateful for your diligence in helping Bell continue to support our customers around the world as safely as possible.

We look forward to training with you. Thank you for choosing the Bell Training Academy and for being a loyal Bell customer.

Kind regards,

Tracy Madewell  
Manager, BTA Customer & Business Operations  
Bell Training Academy