

## Aspen Covid Permission and Visitation Statement



Aspen MGA is committed to taking steps to help ensure the health and safety of our staff, agents, clients, and the public while continuing to provide excellent customer service. For current and future office visits, we ask that you please confirm the following:

1. Your offices are open for visitors; or you have allowed Aspen representatives to schedule appointments with your office.
2. You are comfortable with an Aspen representative visiting your office location(s) and the risks associated with an outside guest being in your office.
3. Your office is following the suggested guidelines of state and local authorities and healthcare professionals, including:
  - a. Recommended guidelines from the State of Texas;
  - b. Recommended social distancing of 6 ft or more in the office.
  - c. Have implemented appropriate cleaning and sanitizing efforts; and
  - d. Have procedures in place for your staff to self-monitor and not come into the office if experiencing symptoms associated with COVID-19;
    - i. To learn more please visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Aspen is dedicated to doing it's civic duty in response to this global pandemic and we do apologize for any inconvenience this request may cause. We do appreciate your cooperation for the mutual safety of our organizations.

If you could please confirm the above and let us know of any specific procedures or steps that an Aspen employee may need to take while visiting your office location(s), we would appreciate it.

Thank you from the Aspen Team!

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Agency Name

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Name

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Signature

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Date

**Please complete, sign and return to [marketing@aspenmga.com](mailto:marketing@aspenmga.com)**