

## COVID-19 COMMUNICATION

These are some of the most challenging times we have seen in the travel industry, and our thoughts and prayers are with the families that have been impacted by the coronavirus. On behalf of Executive Travel Center, I want you to know that I, as well as everyone here, remain available to you throughout this situation. If you have any questions regarding current travel restrictions or policies, the re-scheduling of trips, or anything else related to travel, please contact us.

It is important that we all stay abreast of the daily updates from the [Centers for Disease Control](#) (CDC), the [World Health Organization](#) (WHO), the [U.S. State Department](#), and other government agencies. As a member of Travel Leaders Network, I have access to regular updates on policies from airlines, government agencies, tour operators and hotels.

The safety and wellbeing of you, our valued clients, and our employees is our top priority.

Our dedicated staff of travel advisors has taken compelling actions to ensure a seamless travel experience for all our customers. With new travel restrictions in place, our advisors are working around the clock assisting travelers with their itinerary changes.

Our vacation experts are also assisting clients in making new and future reservations for travel to different destinations. If you have existing vacation plans that need to be altered, please call us at 1-916-688-3700 or email us at [info@ariktravel.com](mailto:info@ariktravel.com) to cancel or rebook. Coming into our office is not necessary.

Please know our office is actively following the recommendations of the CDC regarding enhanced cleaning measures. Our employees are taking the necessary precautions to maintain a clean workspace, including handwashing and staying home if they are sick.

We appreciate your continued support during this sensitive time. We will keep you informed of any changes to our operations and/or policies.

Please know, we are here for you, now and whenever you are ready to travel. We wish you the best and hope you stay safe and healthy.

Sincerely,

Arik Anderson  
President & C.E.O. of the Americas  
Executive Travel Center