

Below is some helpful information for planning your trip.

### Covid-19 Policy:

We do have a Covid-19 Customer School policy in place for 2022 Customer Schools. This Policy will be strictly enforced at all times during your visit at Astec Customer School. Your safety and ours is our top priority during these challenging times. We feel this policy is the best for both parties to adhere to and abide by during your visit. Covid-19 policy is attached and will need to be signed once you arrive at Astec on Monday morning.

### Accommodations:

We are staying at The Westin in downtown Chattanooga. You can book your rooms easily online using **this link** [The Westin Chattanooga Reserve Link](#)

The hotel has a cut-off date to receive a discounted rate. Rooms must be booked **no less than** thirty days in advance of the check-in date. Feel free to contact the hotel liaison if you need additional assistance. Her contact information is:

Molly Anne Arwood

Group Housing Coordinator

**THE WESTIN CHATTANOOGA**

801 Pine Street

Chattanooga, TN 37402

O: 423.803.5956 | [molly.arwood@westinchattanooga.com](mailto:molly.arwood@westinchattanooga.com)

### Travel:

The nearest airport is Chattanooga (CHA), which is about 15 min from downtown. You will need to take a taxi from airport to downtown Chattanooga. The school session begins on Monday with the buses leaving at 6:45 AM, so please arrive on Sunday. The last sessions planned to end at 2 PM on Thursday. A bus will go from Astec to the airport on Thursday after graduation.

*Please be aware, Tennessee is a "Hands-Free" state.*

### Food:

Astec provides meals and evening entertainment for attendees.

We look forward to seeing everyone soon!

## Astec Industries COVID-19 Visitor Policy

### VISITORS: Prior to your visit

#### Please do not come to our site if any of these situations apply:

- If you have a fever, which we are defining as a temperature greater than 100.4 °F
- If you are not feeling well AND have a cough, shortness of breath, or if you have a sensory loss of taste or smell
- If you, or any household member, including children, are quarantined due to positive COVID test or exposure
- If you have had close contact with a person who has a confirmed positive test for COVID within the last 14 days
- If you have been to a foreign country within the last 14 days
- If you have been in close contact with anyone who has travelled to a foreign country within the last 14 days

Close contact is defined as someone who was within 6 ft. of an infected person for at least 15 minutes starting from 2 days before illness onset (or for symptom free, 2 days prior to a COVID test) until the time the person is isolated.

### During School Hours

Upon your arrival on the first day, you will be given a written copy of this policy and asked to sign in. Please use your own pen to avoid cross-contamination.

You will also have your temperature taken upon arrival and before entry into Astec training facility. This will be done each day upon arrival with a non-contact device. If you have a temperature greater than 100.4 °F, you will be asked to leave, and the bus will take you back to the hotel.

If you are entering the plant or office area, please immediately wash your hands thoroughly or use Astec Industries provided hand sanitizer.

You may be limited to certain areas within our facilities. Please avoid handshakes and other forms of physical contact.

A face mask will be always required unless you are eating or drinking while at Astec, Industries. Six (6) foot social distancing will also be always in place. Face masks will be available if needed.

We will be limiting our nightly events. Our schedule of events is yet to be determined.

Astec Industries will make every effort to make your visit valuable and safe, but we assume no responsibility for your wellness regarding COVID-19 and any variants.



4101 Jerome Ave  
Chattanooga, TN 37407  
423.867.4210  
USA

---

### After your visit

Please notify your contact at Astec Industries immediately if you develop any symptoms of COVID-19.

*I certify that I have read, understand and will abide by the COVID 19 Visitor Policy*

Visitor Full Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Company you are representing: \_\_\_\_\_

Visitor Signature: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Department you are visiting: Customer School

Astec, Industries Site Contact: **Michael Holbrook 423.280.2850**