



Conducting Business Safely

The safety of our clients, employees and community is our top priority. For your protection, we have implemented the following protocol.

THANK YOU for your cooperation & understanding!

- To ensure the health and safety of our customers and employees and to maintain social distancing, **only the parties who must execute the documents required to complete the transaction may attend the signing appointment.**
- We also strongly encourage all visitors to **wear face coverings and practice safe hygiene while in our offices.**
- If you have had a cough, fever, shortness of breath or any other COVID-19 symptoms in the last 72 hours or if you have had known contact with someone with COVID-19 or any flu-like symptoms in the last 14 days, **please notify a member of our staff before arriving for your signing appointment so alternate arrangements can be made** to accommodate you for everyone's safety.

Our office is following CDC guidelines and observing best practices including:

- Wearing masks and social distancing
- Encouraging frequent hand washing with soap and water and increasing the availability of hand sanitizer and wipes
- Sanitizing our closing room tables and chairs after each closing.
- Providing new pens for each signing.
- Directing any employee with symptoms of illness to stay home.
- Increasing the frequency of our cleaning practices, including sanitization of high-touch areas

We are grateful for your business.
Please be safe and stay healthy!

Proud Member of The Fund,
backed by the strength of Old Republic Title