

# Our Business Continuity Plan



## We are being proactive to keep everyone safe and healthy

The health and safety of our clients, employees and our community are top priorities at our firm. Here are some things we are doing to promote everyone's safety and comfort throughout the closing process while we all maneuver through these circumstances.

- We are educating all of our employees about **COVID-19** and reminding them to follow simple, but precautionary steps such as frequent hand-washing, using hand sanitizer and using wipes to keep their desks and office area clean.
- We are encouraging our team members to **take any signs of illness seriously** and seek medical attention as needed.
- We are **recommending mobile notaries** for all of our signings.
- We have a **business continuity plan in place** to handle transactions in a timely manner.
- **Documents will be emailed** after closing instead of handling paper.

### If you are required to come to our office to close:

- Our closing rooms will be cleaned after every closing.
- We use new pens for every closing.

As always, we are grateful for your business.

**Please be safe and stay healthy!**