



## COVID-19 update 03/20/2020

### Greetings!

As the virus is ever-evolving, our staff here at HTA are taking all appropriate actions to protect our clients and staff. Our Management Team is working diligently to be certain we are ready to meet all the needs of our clients.

- *All clients are being screened prior to closing according to the CDC's guidelines*
- *Our office still remains open by appointment only at this time.*
- *We are asking any client (s) who exhibit symptoms associated with the virus (cough, fever, shortness of breath, aches, etc.) to immediately reach out to our staff so we can make the appropriate arrangements.*
- *Our clients are encouraged to wash hands/use hand sanitizer prior to closing.*
- *Our building is being professionally cleaned every week. .*
  - *Our team is sanitizing every surface potentially touched by a customer after closing.*
- *Our team is staying up-to-date on all of the CDC's recommendations in regards to the virus.*
- *We ask that all clients check in at the front for closing, where we will obtain a phone number you can be reached at and then ask you to wait in your car until we call you and let you know we are ready to close, in hopes to limit the number of people in the building at one time.*
  - *We are further asking only essential person (s) to come to closing.*

**Heritage Title has means in place to close remotely if necessary. Everyone, stay healthy and please reach out if you have any questions/concerns.**