

TRIMNAL & MYERS, LLC

CORONAVIRUS GUIDELINES AND POLICY

There is no higher priority than ensuring our clients and our employees' safety and wellness. In light of the news and information relating to the coronavirus (COVID-19) and the guidance from the federal and state government, we have implemented the following guidelines and procedures for our office:

- 1) First and foremost, if you have tested positive for COVID-19 or someone in your household has tested positive for COVID-19, please do not come to our offices. We will be happy to handle any matters by phone, e-mail, or mail, if at all possible.
- 2) If you have an illness or symptoms of illness similar to those of the COVID-19 please do not come to our offices. We will be happy to handle any matters by phone, e-mail, or mail, if at all possible.
- 3) Every office is cleaned between closings and client appointments.
- 4) We are no longer engaging in hand shaking and similar forms of social contact in the office.
- 5) Before an appointment or closing, any person entering the office is now required to use hand sanitizer and/or wash their hands. We are providing hand sanitizer for the benefit of clients when they enter the office.

Please contact our office if you have specific concerns or questions.