

NOTICE REGARDING CLOSING APPOINTMENTS DURING COVID-19 OUTBREAK
Preventing Exposure to and Spread of Coronavirus (COVID-19)

Haley & Haley is committed to doing its part to protect the health and safety of our customers, employees, and communities during the novel coronavirus (COVID-19) outbreak. To that end, we ask that, when possible, only essential parties to the closing attend. Likewise, we ask that everyone attending a closing adhere to the following guidelines:

PRIOR TO your signing appointment, consider the following questions:

1. Within the past 14 days, have you or anyone in your household had any cold or flu-like symptoms, such as fever, cough or shortness of breath?
2. Have you or anyone in your household been in contact with anyone diagnosed with or suspected of having COVID-19 within the last 14 days?
3. Do you have any reason to believe that you may have been exposed to COVID-19 while you were traveling domestically or internationally within the last 14 days?
4. Are you at higher risk for serious illness from COVID-19 (for more information visit: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>)?

IF THE ANSWER IS YES TO ANY ONE of these questions, please contact our office at (678) 482-4401 for details about how we can help with the coordination of your closing.

DURING the signing appointment, we ask that everyone use good hygiene and other preventative measures to prevent potential spread of germs. Please note the below:

- All parties should follow prevention and preparation guidelines from the Centers for Disease Control and Prevention, which are available at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>.
- We ask only those individuals that are part of a transaction come to the closing (e.g. Seller, Buyer, Agents).
- Conference tables, chairs, counter tops & ledges, door handles, etc. will be wiped down between every closing and multiple other times per day in each of our offices.
- Case-by-case accommodations can be made for any high-risk customers for alternative arrangements
- We are instructing our staff as follows:
 - adhere to CDC instructions with including frequent hand washing, covering coughs and sneezes with their arm/elbow
 - prohibiting employees from coming to work if sick or previously exposed
 - frequently disinfect work areas
- Please do not shake hands
- Bring your own blue pens or we will provide you with an unused pen to keep after you are finished signing. Do not share pens.
- Wash your hands before and after the appointment with soap and warm water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand sanitizer. We have hand-sanitizer located in various areas in our offices.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoiding close contact.

If you have any other questions or concerns about your closing, please contact us at (678) 482-4401 to discuss.

Our goal is to get your closing to fruition. We appreciate your patience and understanding during this challenging season!