



COVID-19 SAFETY PROTOCOLS MARCH 2022

1. We recommend that all clients/office visitors wear a mask upon entry to our office.
2. Upon arrival for a scheduled appointment, if there is another client car parked in one of the two parking spaces immediately adjacent to the building (the angled spaces), please call the office for further instructions or ring the doorbell.
3. If we are unable to answer your call, it is because we are assisting other clients, so please leave a message with your cell phone number, and we will assist you as soon as we are able to do so.
4. The office door is locked at all times for general security purposes, so you must ring the doorbell and we will buzz you into the office.
5. Upon entry to the building, please maintain six feet of distance between yourself and all staff members.
6. Only one client/party will be allowed entry to the office at one time, and you will be directed by staff to proceed directly to our conference room.
7. As Attorney Sullivan is fully vaccinated, during your consultation, those members of your party who are fully vaccinated may remove their masks after being seated in the conference room. Those members who are not fully vaccinated must wear a mask for the duration of their office visit.
8. For your signing appointment, we recommend that a mask be worn by all members of your party for the duration of your office visit and appropriate distancing must be maintained.
9. If you are delivering documents to our office in advance of an upcoming appointment or in conjunction with a Medicaid application or Estate related matter, please call ahead to let us know when you plan to deliver your documents so that we can plan accordingly.
10. If on the day of your scheduled appointment, you are not feeling well in any respect, or if you have been exposed to someone with a positive COVID test result, please contact the office to reschedule your appointment for a later date. There will be no additional charge for rescheduling a signing appointment.

We thank you for your anticipated cooperation as we continue to do our utmost to keep all the clients we serve, ourselves and our families safe. If you have any questions or concerns, please feel free to contact us to discuss them before your scheduled appointment.