



COVID-19 SAFETY PROTOCOLS

1. All clients/office visitors **MUST** wear a mask (or comparable face covering) upon entry to our office. Gloves will be provided upon entry. If you do not have your own mask, please let us know in advance of your appointment, and we can provide one to you immediately upon entry. If a health condition prohibits you from wearing a mask, we request that you wear a face shield, or consider scheduling a telephone conference rather than an in person consultation.
2. Only one client/party shall be allowed entry to the office at one time, and you will be directed by staff to proceed directly to our conference room.
3. 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 wait in your car or outside the building until advised to enter, either by telephone or by a staff member. If you are unsure about entry upon arrival, please call the office for instructions. 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. 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 place all documents in an envelope to be left in the box just inside the office door, to be reviewed 24 hours after delivery, unless the matter requires our immediate attention. Please call ahead to let us know when you plan to deliver your documents so that we can plan accordingly.
7. If on the day of your scheduled appointment, you are not feeling well in any respect, 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 do our utmost to keep all the clients we serve, ourselves and our families safe during these challenging times. If you have any questions or concerns, please feel free to contact us to discuss.