



# HEALTH & SAFETY UPDATE

## REGARDING COVID-19

To our Boca Auto Tag and Title customers,

The health and safety of our customers and employees will always remain the priority of Boca Auto Tag and Title. As COVID-19 (Coronavirus) continues to spread and affect communities across South Florida, we have been diligently monitoring and adhering to federal, state and local guidance in order to limit the spread and make our office as safe as possible for our customers and employees.

To help our customers access our services remotely, we are now offering registration renewals over the phone. As long as county offices remain open, we will continue to offer our tag and title expediting services to customers across Palm Beach County. Please call our office at [\(561\) 241-3222](tel:5612413222) during posted operating hours to speak with a title clerk and ask to order your registration over the phone. We may mail you your documents, or you may come to our office to pick up.

We have also instituted the following policies and procedures in our office to keep you and our employees safe:

- We are disinfecting all equipment, community surfaces (including desks, door handles, and restrooms), and common-use objects throughout the day.
- We are urging employees to take common-sense health precautions including frequent handwashing, using hand sanitizer after serving each client, and covering any coughs or sneezes with tissues, and disposing of any tissues.
- We are urging employees to stay home if they are sick. Employees who appear sick will be sent home.

Our office will continue to operate under our normal operating hours unless otherwise posted.

Our prayers and support extend to all the people who have been affected by this unprecedented event, and we appreciate the healthcare workers, local communities, and government officials around the world who are working to contain this coronavirus and keep people safe. As we continue to monitor developments, we will post any updates to our website, Facebook page, and Google profile.

Thank you for your continued business and support during these uncertain times. Floridians face incredible natural disaster challenges like hurricanes almost every year. Just like during hurricane season, we will overcome these challenges together.

Sincerely,

Boca Auto Tag & Title Family