

# DONNER LAW LLC

A T T O R N E Y S   A T   L A W

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## **RESPONSIVE MEASURES IN PLACE AT DONNER LAW LLC FOR COVID-19**

Our office appreciates the opportunity to do business with you and we are taking your safety seriously during this time of uncertainty. To that order, earlier this week, we put into place several measures to help minimize close physical contact and interactions during closings. Some of these measures include:

- Supplying hand sanitizer in our lobby and at the closing table;
- Screening those who enter our office for recent travel or cold/flu-like symptoms;
- Providing signers with a pen that is new and asking them to take it with them when they depart our office;
- Limiting the number of people in the conference room—by separating parties and asking that only essential people to the transaction attend the closing;
- Limiting our interactions as staff members and keeping the copy machines and other community office resources wiped down;
- Cleaning our conference table after every closing and also cleaning other high-traffic areas in the office regularly; and
- Continuing to offer our clients the option to close remotely, and making our best effort to accommodate e-closings for cash buyers when possible.

We are carefully monitoring this situation and staying up to date with the latest CDC guidance, as well as with the guidance coming from federal, state, and local authorities. We are happy to answer any questions that you may have and look forward to continuing to serve you for as long as we are able! If you have a question, or a suggestion, please feel free to reach out to us.

Thank you for your continued business and please be safe!

Sincerely,

Donner Law LLC