

Here at HOCKER TITLE, we know that your real estate transaction still needs to proceed as expediently as possible in light of heightened concerns about corona virus. Closings need to occur, move ins need to proceed, payoffs and other necessary tasks need to be addressed. Our firm's Corona Virus Preparedness Plan ensures that you can continue to receive the quality of service you have come to count on from HOCKER TITLE even if there is a pandemic. Here are the components of our plan:

**CDC-approved hygiene practices to prevent exposure and transmission:**

- \*Workstations, conference room tables, other surfaces, equipment, and door handles at the office are wiped daily with Clorox wipes
- \* Staff members are required to wash hands frequently, using soap, following CDC-recommended handwashing protocols (20 seconds of washing)
- \* Our coffee bar is re-stocked regularly with single use disposable containers and is sanitized throughout the day
- \*Our conference room pens are sanitized or replenished daily-and we ask our clients to take the pen with them that they have used
- \* We have ample supplies Clorox wipes, soap, and gloves to last a minimum of 6 months
- \* As soon as resources make them available to non-health care workers, we will have 3 ply medical face masks available for client use in the office and at interviews and hearings

**Technology that enables us to handle the entire case remotely**

- \*For customers who would rather not come into the office, closings can be arranged via email so long as all parties have the ability to accommodate closing requirements.
- \* Documents can be scanned and emailed; documents requiring original signatures can be sent by mail or courier

**Work-from-home arrangements in case of mandatory office shut-down**

- \* Key staff members can access systems remotely and provide standard services with minimal interruption
- \* Staff who display symptoms of corona virus will be immediately sent home

If you have any questions regarding our Corona Virus Preparedness Plan, please speak to any member of the HOCKER TITLE team. Stay healthy, our dear customers and friends!