



*Something to build on*



As the situation regarding the coronavirus (COVID-19) continues to evolve, we want to share with you the steps that we are taking at Foundation Title to protect the health and safety of all of our employees and clients. Your safety is always our top concern, so we are taking all of the necessary precautions and actions as recommended by the CDC.

- Our offices offer hand sanitizer for all guests at the main desk as well as throughout the offices.
- Our office staff will be cleaning all work and public surfaces throughout the day as needed.
- All used pens or other non-disposable office supplies will be collected after use in order to be sanitized for subsequent use or thrown away.
- Our team will uphold the highest standard of personal hygiene as well as take responsibility for doing their part in maintaining cleanliness in their work area. All employee work surfaces (desk, phone, keyboard, mouse, etc.) will be wiped down with sanitizer throughout the day as needed. Employees are also instructed to clean their hands often with a sanitizer at least 60-95% alcohol or wash their hands using soap and water for at least 20 seconds.
- Employees who are not feeling will be required to stay home, and employees who are well but who have a sick family member at home with COVID-19 will also be required to stay at home until a doctor can certify that the employee and/or their household member is free from illness.
- Finally, whenever possible, doors will stay open to minimize handle touching.

We are taking this health concern seriously and will continue to stay informed. If you have any questions or concerns, please let us know and we will be happy to speak with you! For more information, please visit the CDC website.

Thank you for your continued support and your efforts to keep everyone safe!

Foundation Title Management