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**NOTICE REGARDING SIGNING APPOINTMENTS DURING COVID-19 OUTBREAK**  
*Preventing Exposure to and Spread of Coronavirus (COVID-19)*

At the Lisa Lee Smith Law Firm, we are committed to doing our part to protect the health and safety of our customers, employees, and communities during the novel coronavirus (COVID-19) outbreak. To that end, all business that can be conducted without in-person meetings will be conducted by phone, e-mail or electronic means until further notice. When in-person meetings are required to execute documents with a witness and/or notary public, we ask that only essential parties to the signing attend the signing appointment and that everyone attending a signing appointment adhere to the following guidelines.

**Prior to the signing appointment**, we ask that everyone attending a signing appointment consider the following questions:

1. Have you or anyone in your household had any cold or flu-like symptoms, such as fever, cough, or shortness of breath, within the last 14 days?
2. Have you or anyone in your household been in contact with anyone diagnosed with or suspected of having COVID-19 within the last 14 days?
3. Do you have any reason to believe that you may have been exposed to COVID-19 while you were traveling domestically or internationally within the last 14 days?
4. Are you at higher risk for serious illness from COVID-19 (for more information visit: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>)?

**If the answer is YES to ANY ONE of these questions**, please contact us to discuss your situation and options for signing legal documents.

**At the signing appointment**, we ask that everyone use good hygiene and other preventative measures to prevent potential spread of germs. We recommend that you:

- Follow prevention and preparation guidelines from the Centers for Disease Control and Prevention, which are available at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>.
- Do not shake hands and avoid close contact.
- Bring your own pen to sign documents or request a new pen.
- Hand sanitizer will be available for your use prior to handling documents.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Understand that documents may be signed outside, instead of inside the office.

**If you have any other questions or concerns about the signing appointment**, please contact our office to discuss your concerns and options. Thank you for your cooperation during this difficult time.