



## YOU ARE OUR TOP PRIORITY

Heritage Title is committed to the well-being of our clients, employees and business partners. We are closely monitoring the latest developments regarding COVID-19 (the coronavirus) to help ensure the health and safety of all concerned. Even though City and State Mask Mandates have been discontinued, Heritage Title Company respects your continuing right/desire to wear a mask. Masks are no longer required to enter a Heritage office, but we encourage you to wear a mask if you have not been vaccinated. Please be advised that Heritage has implemented guidelines for each of our offices related to our mission of excellence and best practices in the title industry. We continue to take the following steps to comply with the guidelines of the U.S. Centers for Disease Control and Prevention:

Offering hand sanitizer, masks and cleaning products to visitors and employees;

Reminding employees about proper hygiene, hand washing and social distancing procedures;

Asking all employees who are showing signs of illness to stay home;

Working with courier services that have implemented preventative measures to help mitigate potential risks;

Making sure management teams are in constant communication with each other and equipped with guidance on employees returning from travel or having been in contact with others affected;

Offering remote closing options where available and encouraging clients to reach out to their escrow teams for more information; and

Requesting all visitors NOT to visit our offices if they are feeling ill or know they have been exposed to anyone exhibiting COVID-19 symptoms.

We take this matter very seriously and will continue to take all preventative measures necessary to protect the health and safety of our clients, employees and business partners. Your trust and confidence are important to us, and we are honored to provide best in class service in the title insurance and settlement service arenas.

**Excellence is the heart of Heritage.**