



COVID-19 SAFETY PROTOCOLS

This is your guide to the procedures our team has implemented immediately during the Coronavirus Outbreak to keep YOU and our community safe in the home buying, selling and escrow process.



MAGNUS TITLE AGENCY takes the health and wellness of our people, customers and community very seriously. The following procedures are being implemented effective immediately and until further notice.

General Procedures & Precautions:



We are limiting entrance into our offices for essential persons only. Currently essential persons include employees of Magnus Title and any individual(s) who has an appointment to sign closing documents. All others will be considered non-essential and will be prevented from entering our offices until further notice. All essential persons entering Magnus Title facilities will be required to follow Magnus Title's policies and you should inform them of these policies.



All employees are required to wash their hands upon entering any Magnus Title office. This includes but is not limited to coming to work in the morning, returning from lunch or meetings. Proper hand washing consists of using soap and water while washing for a minimum of 20 seconds.



It is important that employees do not shake hands with others, including customers and vendors. This is a general guideline during most pandemic outbreaks and will be commonly understood by the public.



When possible, employees should carry hand sanitizer and use it after visiting public places or after signings/meetings.



We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. In addition to the measures listed above, please be mindful of the following:

+ Stay home when you are sick, preferably as soon as you start feeling sick.

+ Avoid people who are sick with respiratory symptoms.

+ Cover your mouth with tissues whenever you sneeze, and immediately discard in the trash.

+ Clean frequently touched surfaces.

Other Preventative Steps We Are Taking:

- ▶ We have given employees the flexibility to work from home.
- ▶ We are requiring employees that are presenting any symptoms of illness, to stay home.
- ▶ We are hiring and contracting additional notaries/signers to expedite and fulfill mobile signing processes or in-office signings.
- ▶ We are implementing clean room policies to ensure a safe environment for customers when signing documents. Including asking customers to bring their own pens or discarding of all pens after use.
- ▶ **Magnus Title Agency** offers the **Zoccam** mobile application, enabling real estate agents and buyers to send earnest money checks instantly and securely.
- ▶ We have taken measures to increase the frequency of cleaning and disinfection practices at all our branch locations.
- ▶ We are closely monitoring local, state, and national guidance related to virus prevention protocols.



We hope that the results of the recent virus have minor impact, however we believe it is our responsibility to take precautions as best we can. We sincerely thank you for following these protocols and doing what you can to ensure that we keep our customers, families, community and ourselves as safe as we can.

#WithMagnusYouMatter