



TEXAS PANHANDLE TITLE COMPANY, INC.

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COVID 19 PROTOCOL

For all of us with Texas Panhandle Title Company, Inc. nothing is as important as the health of our clients, their families and friends, this community, our staff, and our families and friends. To comply with recommendations from the Centers for Disease Control while still providing the excellent levels of customer service that you have come to expect, we are implementing the following procedures. Please note that these steps are purely proactive in nature and not a response to any known customer or employee illness.

- **Anyone who has symptoms of illness should contact their escrow officer before attending the closing.**
- **To minimize the exposure risk, we advise only those required to sign attend the closing.**
- **As possible, practical and preferred, all documents can be sent electronically for review in advance of the closing.**
- **As possible, practical and preferred, closings will be transacted by email.**
- **If possible, please send all contracts and documents electronically directly to the officer on the contract.**
- **Each closing room will be thoroughly cleaned and disinfected after every closing.**

We have implemented a business continuity plan to minimize any potential impact on day to day operations, and we are confident in our ability to continue to meet or exceed our clients' expectations. Please call if you have any questions or concerns.