

TIPTON LAW FIRM, PLLC

UPDATED COVID CLOSING PROCEDURES

In order to comply with local and federal health and safety guidelines, we have implemented the following closing procedures:

1. All visitors **must** wear a mask or facial covering while inside the building.
2. You will be required to use hand sanitizer upon entering the conference room.
3. The only parties allowed in the office are those signing documents. Children, spouses, and other family/friends will be required to wait outside the building to avoid crowding the lobby.
4. We will attempt to get all closing documents emailed out to the parties the night before our scheduled closing to allow time to review so that we can get all parties in and out of the office quickly.
5. The number of closings scheduled during a day will be limited to decrease daily exposure and foot traffic through the office, so please be patient with scheduling.

JUNE 15, 2020

We plan to re-open for a limited in-office closing schedule.