



10 WAYS TO PROTECT YOUR EMPLOYEES, CUSTOMERS AND FAMILY

AS SUGGESTED BY AMERICAN LAND TITLE ASSOCIATION

Arriving to a Closing

Guests are encouraged to use hand sanitizer and/or wash hands upon arrival at our office.



Symptomatic Clients

Any guest who exhibits symptoms that may be like coronavirus (fever, cough, shortness of breath, etc.) must notify staff upon arrival and we will escort out of common areas into a private closing room.

Post-Closing Disinfecting

After each closing, the chairs, table and door handle will be wiped down with disinfecting wipes or bleach solution.



Closing Table Items

Remove pens, paper, extra reading glasses and other items normally found on the closing tables. Distribute new pens to each closing participant and not re-used.

Lobby Items

All reading materials, ceramic mugs and other re-usable items have been removed.

Children's Play Area

Remove children's play areas and place in storage.



Hand Sanitizer

Provide hand sanitizer in closing spaces. If none is available, encourage employees and visitors to wash their hands before and after any closing or other meeting.

General Environmental Cleaning

Cleaning personnel are using appropriate germ-killing solutions when cleaning office areas after-hours.

Social Distancing

When possible, stay approximately six feet from others.



Workforce Dispersion

If needed, invest in technology solutions that allows employees to work from remote locations, assuring production and service continuity.



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visit www.alta.org/business-tools/coronavirus.cfm for more tips.

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