

## **NOTICE REGARDING APPOINTMENTS DURING COVID-19 OUTBREAK**

### **Preventing Exposure to and Spread of Coronavirus (COVID-19)**

Feeney & Dixon, LLC is committed to doing our part to protect the health and safety of their customers, employees, and communities during the novel coronavirus (COVID-19) outbreak. To that end, we ask that, when possible, only essential parties attend any closings, meetings, or office conferences (“appointment(s)”), and that everyone attending adhere to the following guidelines:

Prior to your appointment, we ask that everyone attending consider the following questions:

1. Have you or anyone in your household had any cold or flu-like symptoms, such as fever, cough, or shortness of breath, within the last 14 days?
2. Have you or anyone in your household been in contact with anyone diagnosed with or suspected of having COVID-19 within the last 14 days?
3. Do you have any reason to believe that you may have been exposed to COVID-19 while you were traveling domestically or internationally within the last 14 days?
4. Are you at higher risk for serious illness from COVID-19 (for more information visit:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html> )?

If the answer is YES to ANY ONE of these questions, please contact Feeney & Dixon, LLC at [lawoffice@feenedixon.com](mailto:lawoffice@feenedixon.com) (or call 973-839-5100) for details about how we can help with the coordination of your appointment.

At your appointment, we ask that everyone use good hygiene and other preventative measures to prevent potential spread of germs. We recommend that you:

- Follow prevention and preparation guidelines from the Centers for Disease Control and Prevention, which are available at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>.
- Do not shake hands.
- Bring your own pens or request a new pen to sign documents. Do not share pens.
- Wash your hands before and after the appointment with soap and water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand rub that contains at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoiding close contact.

If you have any other questions or concerns about the signing appointment, please contact the staff of Feeney & Dixon, LLC.