

# YOUR HEALTH IS OUR #1 PRIORITY

As we open up our office for more in person meetings, please be reassured that we are following the health and safety guidance as prescribed by the Centers for Disease Control and Prevention (CDC), as well as the local public health department.

## Here are the actions we are taking

### Keeping You Safe



We have masks and hand sanitizer available for anyone entering the office.  
We are using social distancing, practicing regular hand washing and keep the office disinfected between meetings.  
We monitor the health of our staff and encourage them to work from home if they have been compromised in any way.  
We are using video conferencing for meetings when necessary.

### Securing a Healthy Environment



We are deep cleaning and disinfecting our office space including high-touch surfaces.  
We are taking measures to avoid more than one client household in the office at a time.  
Our staff is cautious and we are all limiting our own exposure to large groups for everyone's safety.

### Creating a Positive Workplace



We have been working remotely until recently and we have made adjustments to our routine during this time.  
We remain committed to serving our clients and their financial needs in this unprecedented time.



If you have any questions or if we can make you feel more comfortable in our office space please don't hesitate to let us know (913) 897-2074.