

Closings Continue with New Protocols to Mitigate Coronavirus

In accordance with the latest Interim Guidance for Businesses published by the U.S. Centers for Disease Control and Prevention (see: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and the Michigan Department of Health (see: <https://www.michigan.gov/Coronavirus>), Superior Title has instituted protocols to help reduce potential exposure to the Coronavirus, including the following:

- **Arriving to a Closing** – Guests are encouraged to use hand sanitizer and/or wash hands upon arrival at our office.
- **Symptomatic Guests** – Any guest who exhibits symptoms which may be similar to Coronavirus (fever, cough, shortness of breath, etc.) and cannot postpone their closing please reach out to our office for further options.
- **Post-Closing Disinfecting** – After each closing, tables, door handles and other surfaces will be wiped down with disinfecting wipes or other bleach solution.
- **Closing Table Items** – All pens, paper, extra reading glasses and other items normally found on our closing tables have been removed. New pens will be distributed to each closing participant and not re-used.
- **Lobby Items** – All items have been removed.
- **Hand Sanitizer** – Hand sanitizer has been placed in most closing spaces. If none is available, all employees and visitors are encouraged to wash their hands before and after any closing.
- **General Environmental Cleaning** – Cleaning personnel are using appropriate germ-killing solutions when cleaning office areas after-hours.



We do not foresee any service interruptions attributable to the Superior Title team and we will continue to fully staff our closing teams in each of our office locations. However, all parties should be prepared for the potential closure of government offices that are critical to real estate transactions, including Treasurers, Registers of Deeds, and Equalization.

We appreciate your cooperation and patience during these unprecedented times. As new information becomes available from public health officials, we will update our protocols accordingly. In the meantime, please do not hesitate to reach out to us with any questions or concerns.

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