



## COVID-19 Policies

During the COVID-19 pandemic, protecting the health and safety of our clients, friends, attorneys and staff is a top priority. Henderson, Franklin, Starnes & Holt, P.A. has implemented the following protocols and will continue to update them periodically as circumstances dictate:

### Henderson Franklin is following the CDC guidelines and observing best practices including:

- Wearing masks and social distancing.
- Directing any employee with symptoms of illness to stay home.
- Encouraging frequent hand washing and increasing the availability of hand sanitizer.
- Sanitizing our offices including meeting room tables and chairs after each use.
- Increasing the frequency of our cleaning practices, including sanitization of high-touch areas.
- Encouraging everyone to minimize any non-essential contact with others.
- As an added measure, we are using videoconferencing for depositions, mediations, and meetings.

### To accommodate client signings, we have implemented the following protocols:

- **Only the parties who must execute the documents required to complete the transaction may attend the signing appointment.**
- All visitors and employees are **required to wear face coverings and practice safe hygiene** while in our offices.
- Appointments will be scheduled one hour apart to allow for proper sanitization of the meeting space.
- If you have had a cough, fever, shortness of breath or any other COVID-19 symptoms in the last 72 hours or if you have had known contact with someone with COVID-19 or any flu-like symptoms in the 14 days prior to your visit, **please contact us to reschedule your appointment.**

Whether working from home or the office, our attorneys and staff continue to successfully meet the needs of our clients. We actively monitor COVID-19 developments on a daily basis and will update these protocols as needed. If you have any questions or requests, please contact us at 239-344-1100.

**RESOURCES:** Henderson Franklin attorneys are working diligently to assist and be a resource to our clients and community. Please visit: <https://www.henlaw.com/news-insights/coronavirus-covid-19/> for a list of COVID-19 cross-industry resources.