



**CHAPPELL SMITH & ARDEN, P.A.**

## **What to Expect at Chappell Smith & Arden, P.A.**

Effective 5.15.2020 until further notice

As our community continues to feel the impact of the Coronavirus (COVID-19), we want to share an update with you regarding what Chappell Smith & Arden, P.A. is doing to continue keeping employees, clients and visitors safe and healthy during these unprecedented times. From the onset of the situation, we have been monitoring the appropriate sources for accurate and up-to-date information, and our policies reflect those inputs. We ask that you please adhere to the following guidelines when visiting our office.

### CSA Safety Guidelines:

- a. You must enter our suite through the main glass doors where you will be required to put a facemask on for the duration of your visit, including when going to the 3<sup>rd</sup> floor restrooms. Masks are available for all employees, clients and visitors in the reception area.
- b. You will then receive a touchless temperature check from our receptionist. If the temperature reading triggers a yellow or red reading by the touchless thermometer indicating a fever, you will not be permitted to stay in the suite and will be asked to leave the building. Your point of contact at our office will be notified of the situation and they will work with you to determine when and how business interactions will be conducted.
- c. Gloves are available in the reception area for employees, clients and visitors and are recommended for client/visitor interactions such as document signing.
- d. Hand sanitizer is available in the reception area and we ask that you sanitize your hands when entering and exiting the office.

Our number one priority has been and continues to be the safety of our employees and their families, our clients and their families, and the community in general. We thank you for your understanding and your help in keeping our community safe. We appreciate your business and partnership and look forward to continuing to serve you and meet your needs during this time

and in the future. We will continue to monitor the evolving situation and provide any necessary updates when they become available.