

# WFG Policy Update 6/29/2020: Health and Safety Protocol

At WFG, we believe everything we do is because of you. To that end, we are taking every precaution possible to protect our employees and you during these uncharted waters created by COVID-19. WFG has implemented the following policies:

## Clean Office Protocol

- Employees are required to wear face coverings in accordance with local mandate
- Employees have been told not to come to work if they are sick
- All desks or individual work stations are separate by at least six feet
- Break Rooms and other high traffic common areas are being disinfected frequently
- Disinfectant and related supplies are available to all employees
- Hand sanitizer effective against COVID-19 and soap/water is available to all employees
- WFG has conducted “deep cleanings” of all our closing locations.
- Closings will take place in designated “clean conference rooms” or other clean designated locations.
- Closings rooms will be wiped down prior to and at the conclusion of each signing.
- WFG has hand sanitizer available and will use single-use pens, cups and water bottles.

## Efficient & Clean Signing Protocol

- **Pre Signing:**
  - » WFG has the ability to wire in earnest money to our branch locations.
  - » We offer video conference consultations prior to your designated signing time.
  - » Our employees can help you virtually sign eligible documents before your arrival.
  - » If you are uncomfortable attending a signing in a WFG office, alternative methods will be offered such as mobile notary services when available.
- **During Signing:**
  - » We ask that each principal use hand sanitizer prior to their signing.
  - » Principals will be offered single-use, fresh pens to sign their documents.
  - » WFG employees will follow the best practices for social distancing during the closing.
  - » We have no intention of rushing you out our door; please ask any and all questions you may have about the signing.

**It remains our number one priority to protect you and our employees while doing everything we can to continue closing transactions for our valued clients. If you have any questions about our policies and procedures surrounding COVID-19 please contact us.**

