MOUNTAIN LAW CORPORATION COVID-19 PROTOCOLS

as of July 5, 2021

- 1. Please do not book an appointment with us if you, or someone in your household, is sick or experiencing any symptoms which can be related to COVID-19 infections, (such as a cough, fever, chills, sore throat, shortness of breath, or loss of taste or smell).
- 2. The above applies if you think you may have recently encountered anyone experiencing such symptoms.
- 3. Kindly do not book with us if you have traveled internationally in the past 2 weeks.
- 4. We are still not permitting drop-ins to our office. Please call us to book an appointment. Envelopes can be dropped-off at our mail slot located next to our office door (and our building is open 7 days/week, 7:00 am 7:00 pm).
- 5. Pets are not permitted, sorry.
- 6. Physical Distancing Measures are in place, so please:
 - a. Do not bring guests to your appointment.
 - b. Arrive on time.
 - c. Adhere to a maximum 3 clients in the office at same time.
 - d. Maintain a physical distance of at least 2 meters from others outside your "bubble".
- 7. Please sanitize your hands upon entering our office with our hand sanitizer.
- 8. Suitable masks must still be worn while in our office. We usually have some in stock if you forget to bring your own.
- 9. We encourage you to bring your own pen, please.
- 10. Credit/debit cards are encouraged instead of cash.

It is very important that you contact us if you show symptoms of COVID-19 within two weeks of your visit with us.

Thank you for your cooperation in helping keep us, and you, safe.