



## LD&B COVID-19 Response Update

Effective August 19 we will be allowing visitors inside our offices for simple transactions (i.e. payments, dropping off or picking up documents and similar activities) that can be conducted at the front desk. Complex transactions need to be conducted by appointment. We are taking this step with the goal of safeguarding the health of both our clients and our visitors.

Will you please read the following protocols to understand more fully our current visitor practices:

**Masks are required if you plan to enter our buildings.**

### Visitor Self-Screening

In order to reduce the likelihood of community spread of COVID-19 we are asking all employees and visitors a number of related health questions. Prior to entering our offices we ask you to consider the following:

1. Have you tested positive for COVID-19 or have you been determined presumptive positive by a member of the medical community in the last 14 days?
2. Have you been in "close contact" with another person who has tested positive for COVID-19 or has been determined presumptive positive by a member of the medical community in the past 14 days?
3. Have you experienced any of the following COVID-19 symptoms in the past 48 hours:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Loss of sense of taste or smell
  - Muscle pain
  - Sore throat

**If you answer "yes" to any of these three questions we ask you to not enter our offices.** We will gladly reschedule your appointment to a future date or we can arrange a video or telephone call.

We will post these self-screening questions on our website, Facebook page and entry doors for future reference.

Also, please note our lobby areas remain closed at this time. When setting your appointment, please arrange with our representative how best to notify them of your arrival (telephone, text, etc.). Our representative will greet you at our door and bring you into the building for your appointment. In order to limit community spread we ask those who may be accompanying you that are not a part of your appointment wait in your vehicle.