

# New Appointment Procedure

Starting **June 1, 2020** we will have the following changes in our office practices and the way we assist our clients. At this time, our doors will remain closed to the public, however:

If you would like to meet with your Agent/Account Manager in person, you will be able to do so with the below new procedures:

- **You must schedule an appointment ahead of time. (We will limit the amount of people in the building)**
- **We ask that you wear a face mask and practice safe protocols while in our office. (If you do not wear a face mask, we will make arrangements to meet privately in our conference room next door).**
- **If you are feeling symptomatic, we ask that you please reschedule**

Our Agents and Staff are doing our part to assist in the Responsible Restart for Ohio. You will notice our face masks, increased cleaning and sanitizing between during the day, social distancing and limiting capacity. We appreciate your understanding of these new practices and your assistance in doing your part to help keep everyone healthy.

