



Eastex Title Company, Inc.

March 20, 2020

COVID-19 Update #2!

Given the Executive Order (GA 08) "Relating to COVID-19 preparedness and mitigation" signed by Governor Greg Abbott on March 19, 2020, we will implement the following as of Friday March 20, 2020 at 11:59 P.M.:

- Controlling access to our building by securing our doors and only allowing, a **maximum of ten (10)** people in our facility at a time.
- Not accepting walk-ins. We are requiring you call in advance of coming by our office, even to drop off Earnest money contracts or to ask general questions. Telephone, email, and fax will be the most effective way to have your questions answered
- Not allowing any employee who shows signs / symptoms of illness to be here at the office and / or to interact with the customers.
- Using Bleach wipes to wipe down, periodically throughout the day, areas which may have come in contact with customers.
- Providing hand sanitizer (when available) in all closing rooms and, of course, there is a good supply of antibacterial soaps in all of the restrooms.
- Our hours of operation will remain the same Monday through Friday 8:00 A.M. to 5:00 P.M.

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Fax: 936-653-4305

Thank you for your patience and assistance in this matter.

Patrick G. Clark
Assistant Manager