

# YOUR HEALTH IS OUR #1 PRIORITY

If you're worried about the Coronavirus (COVID-19), please be reassured that we are following the health and safety guidance as prescribed by the Centers for Disease Control and Prevention (CDC), as well as the local public health department.

## Here are the actions we are taking

### Keeping People Safe



We train our employees on health and safety standards.  
We actively encourage sick employees to stay home.

### Securing a Healthy Environment



We ask all individuals entering our suite to wash hands in the washroom across our door before entering  
We separate our appointment times to avoid multiple individuals in the waiting area at same time  
We ask all individuals to enter our suite with appropriate masks  
We are asking all individuals to wear new gloves after entry into our suite  
We are taking measures to avoid crowding and encouraging people to use online services.  
We are deep cleaning and disinfecting our business including high-touch surfaces.

### Creating a Flexible Workplace



We are using videoconferencing for meetings and events where possible.  
We are accommodating employees who become sick or have a sick family member.



**If you have any questions or concerns,  
please ask for the manager or contact us at  
310-859-1077**