

OUR MESSAGE ABOUT COVID-19

From Council Baradel & Bay Title Company

The logo for Council Baradel, featuring the words "COUNCIL" and "BARADEL" stacked vertically in white, uppercase, sans-serif font, centered within a red square.The logo for Bay Title Company, featuring the words "BAY TITLE" and "COMPANY" stacked vertically in white, uppercase, sans-serif font, centered within a red square.

As the situation surrounding the coronavirus continues to evolve, we would like to share an update on some of the preventative measures Council Baradel and Bay Title Company are taking to combat the spread of this virus and to continue our normal business operations.

We are committed to protecting the health and safety of our clients, colleagues, and community.

WE ARE CLOSELY MONITORING THE SITUATION.

We are following U.S. Centers for Disease Control and Prevention guidelines and best practices, and are regularly monitoring updates provided by public health officials. We will be responsive to any new guidance provided by these agencies.

WE ARE WORKING REMOTELY WHEN POSSIBLE AND HOLDING VIRTUAL MEETINGS.

Many of our personnel have the ability to work remotely. Our technology is advanced and secure, which allows us to offer our clients the same exceptional service without interruption. We are encouraging the use of telephone or video conferencing to limit in-person meetings whenever possible.

WE HAVE PUT IN PLACE PROCEDURES FOR IN-PERSON MEETINGS.

We recognize that due to the time sensitive information we handle on a daily basis, we must remain open to service the needs of our clients. In order to keep our personnel and clients safe, we are taking the following precautions pertaining to in-person meetings:

- (1)** Rescheduling appointments if one of the parties is ill, has traveled overseas or been around someone who has traveled overseas in the last two weeks, or has been around someone being monitored for or diagnosed with COVID-19.
 - (2)** Encouraging the use of hand sanitizer and/or the washing of hands before entering conference rooms. All common surfaces are cleaned with disinfectant multiple times a day.
 - (3)** Encouraging social distancing. We will not be shaking hands, do not take offense! When possible, parties will attempt to maintain a distance of approximately six feet from each other.
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Our commitment to our clients hasn't changed. Client service will always be a priority for us. We will continue to monitor the situation and provide you with any updates pertaining to our business. We thank you for your patience and understanding during this time. Take care and stay healthy!

March 17, 2020