

## **IMPORTANT NOTICE**

## **Regarding Executive Order 20-12**

Effective March 23rd, 2020 Governor Kate Brown issued an executive order that included new prohibitions on non-essential social and recreational gatherings, shopping at certain businesses, playground and sport court closures, and new guidelines for childcare facilities. It also requires businesses not closed by the order to implement social distancing policies in order to remain open and requires workplaces to implement teleworking and work-at-home options when possible. The order only permits activities outside the home when social distance is maintained.

We have implemented alternative work arrangements across all of our offices and have approved as many of our people as possible in each office to work remotely with limited or essential staff working in the office.

We are in a rapidly changing environment as a result of COVID-19, and the impacts on our national and local communities are changing hourly, including the closing of some local government recording offices. At this time, the majority of these offices appear to be functioning, or are only closed to the public, so that documents continue to be recorded, and online records remain searchable and upto-date. We are closely monitoring this pandemic situation, and you are encouraged to contact your Escrow Officer or Sales Executive with any concerns or questions related to your transactions.

Chicago Title is open for business and staff are here to help our clients/customers but by appointment only. With the current health concerns regarding COVID-19, we ask that you call to set appointment if you are coming into our office.

We remain committed to serving your needs and those of our employees throughout this global health crisis, and would like to express our gratitude for your continued trust in all of us here at Ticor Title.

We appreciate your understanding during these difficult times.

"Safeguarding the health and safety of our customers and employees is our top priority."