



## **Modified Signing Procedures in Response to COVID-19**

At Virginia Wills, Trusts & Estates, we are concerned about the health and well-being of our clients and staff. Accordingly, we have changed some of our customary signing procedures in order to comply with Governor Northam's recent Executive Orders and to incorporate recommended precautions intended to keep our clients and staff safe.

For the time being, our attorneys will be conducting all initial estate planning consultation meetings and the review of final documents before signings via teleconference, rather than in-person.

Our attorneys and staff will continue to conduct signing meetings for estate planning documents in-person (as required by law for will signings), using the following procedures:

1. Signings will be done outside at a designated signing station we have set up under a canopy, with a portable table and chairs in the single parking space on the Northeast side of our building (to the left of the front door, when facing the building from the parking lot). If you prefer, you can remain in your car and our notary and witnesses can stand beside your car to assist with the signings.
2. Before and after meetings at our signing station we will wipe all tables, surfaces, chairs, pens, etc. with disinfectant wipes.
3. We will make hand sanitizer available at the signing station.
4. We will refrain from physical contact (e.g., no handshaking, etc.)
5. Signings will be conducted "in the line of sight," with witnesses six feet away from the signer.
6. The time needed to sign the documents will be fairly brief.
7. Plastic gloves will be available for clients, the witnesses and the notary to wear during signings.
8. We may also be able to provide masks, depending on their availability.

We do ask, however, that you delay scheduling an in-person meeting if: (a) you are sick; (b) you are showing any symptoms of coronavirus or have been in contact with anyone exhibiting such symptoms within the last 14 days; or (c) you have traveled internationally or domestically to a containment or high-risk area. If you are not able to delay scheduling an in-person meeting, we ask that you inquire about the requirements for a remote signing.