



## HEALTH and SAFETY PROTOCOLS

**The health and safety of our clients and staff remains our top priority.**

- All visitors must wear a face mask that covers the mouth and nose.
- We support the CDC guidelines of social distancing and have reconfigured our conference rooms to reduced capacity.
- Safety protocols recommend frequent hand washing and use of hand sanitizer. Hand sanitizer will be available throughout our offices and in each of our conference rooms.
- Select offices will be fully open and available without staff as to limit interactions. Our court reporters will be able to assist all deposition needs on-site and ensure you are taken care of.
- All conference rooms and high-touch areas will be sterilized before and after each use.
- Our offices are deep cleaned by a professional janitorial service nightly.

**IF YOU ARE FEELING SICK OR HAVE SYMPTOMS OF FEVER, SHORTNESS OF BREATH, OR COUGH, PLEASE STAY HOME.**

**Please contact Centext for any questions regarding individual office protocols in terms of building safety provisions, elevator occupancy, parking arrangements, or any other concerns.**

**We thank you in advance for your cooperation in adhering to these Health and Safety Protocols.**

Please contact us if you have any questions or concerns.

**Contact  
Us**