



April 30, 2020

To our valued customers,

On Monday, April 27, Governor Abbott presented his plan to reopen Texas for business. His stay-at-home order will be lifted today, and beginning May 1, restaurants and retail stores will be allowed to open at 25% capacity.

As an essential business, all Texan Title locations have remained open for business throughout the duration of the various stay-at-home orders, albeit limited to appointments only. Thus, while the Governor's plan reopens many previously closed businesses, we will continue to remain open by appointment only until at least May 18, unless the Governor lifts all restrictions prior to that date. At that time, we will again review all of the information available and make a decision as to whether we open our doors to the public.

Since this pandemic began, our priority has been, and will continue to be, the safety of our employees and customers. We continue to closely monitor this situation and to do everything we can to protect you and our employees, as well as assist you in keeping your business as normal as possible.

To accomplish this mission, we ask that you adhere to the health protocols contained in the Governor's Report to Open Texas. The protocols include:

- Self-screening before entering for any of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100° F
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect your hands upon entering one of our offices and after any interaction with employees, other customers, or items in the office.





- Maintain at least six feet separation from other individuals not within your household. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

Wash or sanitize hands after the closing process.

- Consider wearing cloth face coverings (over the nose and mouth) when entering one of our offices, or when within six feet of another person who is not a member of your household. If available, you should consider wearing a non-medical grade face mask.

In preparation for our offices reopening at some point, we are working on obtaining supplies, such as face masks and hand sanitizer. To minimize your risk of exposure, we require our staff to regularly use hand sanitizer, clean their stations, clean the facility, and maintain social distancing as much as possible.

As always, we are available by phone and email. And now that the Governor has suspended the requirement of in-person notarizations, we are able to notarize your real estate documents via videoconference. Please contact your closer for more details you would like to take advantage of this option.

If you have questions or concerns about your closing, or you feel like you need help in any way, please don't hesitate to reach out to us. We also recommend that you check our website and social media channels for updates. Thank you for your continued trust and confidence.

Sincerely,

Patrick F. Doyle
Chairman of the Board & President
Texan Title Holdings, LLC

