

**At BudgetEase we take the health and safety of our employees, clients and colleagues very seriously.**

**We are asking our guests to please:**

* Stay home if you are not feeling well. We are happy to reschedule your appointment or schedule a virtual meeting.
* Upon entering the BudgetEase office, take your temperature. A thermometer along with wipes, to clean your hands and the thermometer, are located in a private room just inside our office door to the left. A temperature of 100.4 degrees Fahrenheit is considered a fever by the CDC. IF A FEVER IS PRESENT, do not stay at the office.
* Wear a face mask. If you do not have one of your own, a face mask will be provided. The only exception would be if you were advised not to wear a face covering by your healthcare professional.

While visiting the BudgetEase office please:

* Wash your hands regularly.
* Cover coughs and sneezes.
* Use disinfectant wipes and hand sanitizer, both have been provided for use while in our office.
* Do not share phones, computers, pens, pencils, etc.
* Be mindful of social distancing. Blue tape has been placed to indicate proper distances in the office.

**We wanted to let you know what we are doing to maintain a safe environment:**

* Using disinfectant wipes to clean common areas and workstations before and after a client visit.
* Regular hand washing.
* Providing hand sanitizer and disinfectant wipes for all to use while in the office.
* Practicing social distancing. Blue tape has been placed on the floor to indicate proper distances.
* Taking team member temperature twice daily during work hours.
* Accepting clients by appointment only to ensure proper distance and safety.
* Providing masks for all visitors.

We thank you for your help in our efforts to keep our clients and team members safe and healthy! We look forward to working with you!

[**Important Basic Infection Prevention Measures, 5/12/2020**](https://coronavirus.ohio.gov/static/responsible/Consumer-Retail-Services.pdf)