



March 18th, 2020
RE: COVID-19 Policy

Dear Valued Clients & Service Providers,

In the wake of increasing risks related to the COVID-19 pandemic, please review our updated policies below. Our number one priority is the health and safety of our team and our clients.

Precautions include the following but do not supersede federal, state or local government guidelines*.

- Clients should have the site appropriately prepared for 3D photography. Prepare as though visitors are coming into your home or building, similar to an open house. Reach out if you have any specific questions as to how to prepare.
- Prior to 3D capture, we ask that the client turn on all lighting, open all doors related to the tour, raise blinds if necessary and turn off all ceiling fans. Remove all things considered clutter or items that do not belong where they have landed.
- In an effort to reduce exposure and to speed up our time on site, we ask that all people exit the areas prior to our arrival, unless other arrangements have been made. As necessary, someone can meet the technician on site for access and then return upon completion.
- We want to minimize everyone's exposure so our team members will sanitize their hands before and after each shoot, wear appropriate gloves and masks when necessary. If the situation warrants, we will utilize additional personal protection gear.
- We will ensure that all team members are not showing any signs of illness related to COVID-19 symptoms.

Thank you for your trust, your cooperation and your understanding.
We wish you the best of health and happiness during these trying times.

*https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20_coronavirusguidance_8.5x11_315PM.pdf