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## **COVID-19 SELF-SERVICE SIGNING SAFETY TIPS**

During the Covid-19 pandemic, the following safety tips are suggested for the safety of everyone participating in the signing of your estate plan documents.

- To the extent possible, all participants should wear face masks at all times. It is also a good idea to wear gloves that allow for the holding of a pen and signing your signature.
- Only those directly involved in the signing of the documents should be present. This includes the document signer(s), the witnesses and the Notary. No “guests” or other persons should be present.
- Participants should greet each other with a wave or some other friendly gesture. Do not shake hands or hug one another.
- Participants should practice social distancing at all times, staying at least 6 feet apart from each other.
- If a participant is ill in any way, or even has a mild cough, scratchy throat or other minor cold/flu-like symptom, they should stay home and not attend the signing meeting.
- Each participant should bring their own pen. Ink color can be either blue or black. Pens should not be shared or passed between participants.
- Everyone should thoroughly wash their hands or use hand sanitizer before and after the signing session.
- The Notary will likely ask to see the signer’s ID to verify who they are. Do not hand your ID card to the Notary. Instead, place the ID card on a table, walk away, and allow the Notary to walk over to view the card while you stand at least six feet away.
- If the weather permits, consider having the signing meeting outdoors. Also, the signer may wish to stay inside their home and pass the documents to the witnesses and Notary through an open window or door. Additionally, a “driveway signing” may take place where, to the extent possible, the witnesses and Notary meet at the signer’s home and the documents are signed while the witnesses and Notary remain in their cars. Keep in mind that all present must be able to clearly see the signer signing the documents.
- At the completion of the signing, all surfaces used should be thoroughly sanitized and wiped down.
- Once the documents are signed, simply put them aside for a couple of days before reviewing and inspecting them. It is unclear how long the Covid-19 virus lasts on paper, so a few days should be ample time for the virus (if any) to be destroyed.

More information can be found on the CDC website at:

<https://www.cdc.gov/coronavirus/2019-ncov/>