



COVID-19: Interim Guidance on Executing Contracts and Other Documents Requiring In-Person Signatures

This guidance is based on the best information currently available and will be updated when appropriate. Please visit the [Texas Department of State Health Services](#) and the [Centers for Disease Control and Prevention](#) for updates.

Purpose

This guidance is intended to help individuals who need to sign document in-person, also known as “wet” signatures.

Recommended Actions for Obtaining In-Person Signatures

In cases in which signatures must be obtained in person, the following actions are recommended:

- Maintain social distancing by remaining at least 6 feet apart from others when possible.
- Limit the number of people in the room as much as possible.
- If possible, conduct the meeting outside.
- Wear a [cloth face covering](#) when in a room with others. Wearing face covering does not replace the need for social distancing.
- Avoid sharing pens, office supplies, and other equipment. If possible, provide disposable pens so all signees have their own. Clean and disinfect shared pens and other shared supplies before and after use.
- Disinfect surfaces, buttons, handles, knobs, and other frequently-touched items.
- Wash hands with soap and water for 20 seconds before and after handling shared documents, pens, or other equipment. Wash hands after the meeting.
- If no soap and water are available, use hand sanitizer with at least 60% alcohol.
- Do not meet with others if you are sick or if someone else is sick.

Information for Notaries

Governor Greg Abbott provided guidance regarding [certain statutes](#) concerning in-person appearances before a notary public as well as [certain statutes for real-estate instruments](#). DSHS recommends visiting the Governor’s website for any updated guidance related to statutory requirements.

General Guidance to Prevent COVID-19 Infection

- Wash hands with soap and water often for 20 seconds and encourage others to do the same.
- If no soap and water are available, use hand sanitizer with at least 60% alcohol.
- COVID-19 is spread through droplets in the air when people sneeze, cough, or talk. Cover coughs and sneezes with a tissue, then throw the tissue away.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Disinfect surfaces, buttons, handles, knobs, and other places touched often.
- Stay at least 6 feet away from others.
- Wear a cloth face covering in public settings.

Resources:

[DSHS Interim Guidance for Mail Handling](#)

[DSHS Information for Businesses and Employers](#)

[National Notary Association's Important Coronavirus Guidance for Signing Agents and Mobile Notaries](#)

Because the novel coronavirus (the virus that causes COVID-19) response is rapidly changing, this is interim guidance.

Reliable Information Sources

Find up-to-date novel coronavirus information at dshs.texas.gov/coronavirus, and on DSHS's Facebook, Twitter and Instagram at @TexasDSHS. Also visit the CDC's website at cdc.gov/coronavirus.