



## Moving Tips During COVID

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### CONSIDER AN EXTENDED LEASE

Work with your landlord to see what your options are so you can choose the optimal time to move in a mutually beneficial manner. There are also payment programs in place during this time with some properties.

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### VIRTUAL WALK-THROUGHS

During the initial planning stages, office movers will require a pre-move walk-through to identify and document your specific move needs and provide your firm with a move proposal. Many office moving companies are now offering alternative methods to conduct walk-throughs virtually. Ask your mover if a virtual walk-through is available.

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### ALLOW THE MOVERS TO PACK

With most staff working remotely, it's more productive to let the movers pack your office space. Coordinating staff to pack in shifts to maintain social distancing can take weeks.

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### USE BOXES

Crates are typically used and can be rented by your moving company. However, they are usually rented by the day, so consider using one-time use boxes. This way there is no rush to unpacking and avoids any unnecessary cross-contamination.

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### ESTABLISH PPE PROCEDURES

It's important to have a policy in place for your moving company and on-site staff prior to the move. This could include mandatory mask-wearing, daily digital signature confirming no symptoms, remaining 6 feet apart from another, etc.