

# Covid-19 Client Update

We are closely monitoring the COVID-19 situation and taking all necessary precautions in order to support the health and wellness of our clients, employees and community.

Our offices are open for business and we expect to remain open. However, we are encouraging our attorneys and staff to work from home when possible. We also plan to conduct meetings and conferences via telephone and video, as opposed to hosting clients and other guests within our space. We have created a strong business continuity plan in order to ensure we are able to deliver our high standard of services and support to clients with no interruption during this time.

We would like to reassure our clients that we have provided all of our attorneys and staff with appropriate technology, security and connectivity so you will see no disruption in service and can feel confident your information is being protected.

As the situation continues to develop, we will provide clients with any adjustments to our business continuity plan. In the event there are court and/or agency closures, our attorneys will reach out to clients directly and address how they will be handling the situation.

We realize our clients may also be trying to navigate through this crisis while continuing to keep their business open and protecting the wellness of their employees. If you have any concerns, we have a team of lawyers who are willing to answer any tough legal questions you may have.

Thank you for the continued trust and confidence you show in us.

Stay safe, healthy, and remember we are here for you.