

# **NOTICE CONCERNING COVID-19**

The health and safety of our clients and employees is of the utmost importance to Bacon Wilson. We are monitoring information as it becomes available from state and local authorities and the CDC. We are taking the following steps to continue to service our clients:

### 1. WE ARE OPEN

At this time, all of our offices remain open. But, for the safety of all, we won't greet you with a handshake or other physical contact until this threat is gone.

#### 2. WE ARE CLEANING

The public areas of our offices are being wiped down after each meeting. Restrooms with soap and water are available in all our offices, as well as hand sanitizer in our reception areas and conference rooms.

#### 3. WE ARE HEALTHY

If you experience any symptoms of the virus, or become aware that you have been exposed to someone who has contracted the virus, we request that you alert us as soon as possible, so we can determine who you may have been in contact with in our offices.

#### 4. WE ARE CONNECTED

If you have a meeting coming up and prefer not to visit the office, we may be able to conduct consultations and meetings electronically.

## 5. WE ARE WORKING

While we recognize there may be some disruptions that are out of our control, our staff is committed to working diligently to complete the work for which we have been retained and we are prepared to have attorneys and paralegals work from home if necessary. We expect that, even if quarantined, all matters will move forward on track without any significant delay to our clients.

If you have any concerns, please notify us. We're all in this together. Thank you.