



Our Response to COVID-19:

In these unprecedented times we all have a joint responsibility to keep ourselves and our neighbors safe and to minimize contagion vectors. At the same time, we have many clients who need our services on an urgent basis and to provide that service some personal contact is necessary. We appreciate that you may have concerns about how we can balance these two issues. Effective immediately our staff and attorneys are working remotely but we will maintain a minimal crew on site to ensure that we are meeting the legal requirements of your case.

First and foremost, the health and safety of our staff and clients is our number one concern. This requires us to:

- (a) Minimize person-to-person contact to only the most essential services
- (b) Perform essential services with an awareness of the health risks faced by all
- (c) Maintain the cleanliness of the physical environment to reduce the risk of passive contagion

To ensure this safety and still meet your needs we are:

- (a) No longer requiring in person meetings for initial client interviews. If you are concerned about your current situation and need answers we will schedule a phone conference to help.
- (b) When it is necessary to meet and sign paperwork we will do so in our large conference room and utilize multiple computer screens to review necessary material
- (c) Our building cleans every outer door and handle each night. We are taking extra steps to ensure the cleanliness of our interior Suite to combat the spread of illness. Please rest assured that before and after each in person appointment - our staff will wash their hands, our conference rooms will be thoroughly disinfected and tissues and hand sanitizer will be readily available.
- (d) Returning to simpler times - the informal hand wave is back! Down with the formal hand shake!

We recognize that Covid-19 poses a major threat to the physical health and welfare of our community and to the economic health of our clients and friends. We are here to help.

Michael D. O'Brien & Associates P.C.