

March 13, 2020

Re: COVID-19 RESPONSE

As you are aware, our nation is grappling with a global pandemic – the COVID-19 Virus. This is a rapidly and constantly developing situation, which our firm is closely monitoring. We will comply with all directives that may be issued by local, state, and federal authorities. We have already seen various courts take pre-emptive action to reduce and/or limit necessary court appearances and postpone trial dates. We anticipate more court-imposed delays to come.

In the meantime, our top priority remains the health and safety of our employees, clients, and families. We also remain committed to ensuring that our clients' legal matters are handled efficiently and expeditiously with minimal, or no disruption.

To that end, we have implemented the following firm-wide policies:

1. All employees must wipe down daily with disinfectant their personal work spaces (this includes but is not limited to doorknobs, computer keyboard, desk, and phone). Wipes have been made available throughout our offices.
2. All employees must leave each day assuming that they may be required to stay home for the coronavirus' incubation period, which is currently identified as 14 days. Workspaces must be shutdown, files organized and sufficient mechanisms in place to permit the employee to work from home during the incubation period.
3. We are ensuring that all client matters have redundancy protocols in place so that in the event the attorney in charge of a matter develops the COVID-19 Virus, another attorney can step in on a temporary basis to be sure all deadlines are met and that any necessary events are either staffed appropriately or postponed until such time as the primary attorney is back to work.
4. In order to avoid increased exposure to the coronavirus within our walls, we have ceased all non-mandatory travel via mass transport on both a professional and personal basis. To the extent that travel is necessary, the traveling employee must report his/her travel in advance and take all necessary precautions to avoid unnecessary contact with other firm employees thereafter.
5. We are not currently imposing any restrictions on in-firm meetings with outside participants or on depositions, mediations, etc. However, when scheduling and confirming such meetings/depositions, etc., we have asked all employees to consider alternatives, like

conference calls and WebEx. If a business need requires in-person participation, our employees have been instructed to confirm prior to their arrival that no visitors have travelled to an affected area in the prior 14 days. Many companies and courts are imposing similar safeguards. Given the rapid development of this situation, we will, as necessary, tighten our protocols for in-person attendance at various appearances.

6. Finally, if the firm reasonably concludes that an employee poses a COVID-19 risk (e.g. recent travel to affected areas and/or exhibition of symptoms), the firm may request that the employee stay home for the coronavirus' incubation period.

Thank you for your continued support and business. This is an unprecedented situation, and we are making every effort to ensure that our clients' interests remain fully protected.

Sincerely,

Gfeller Laurie LLP