

Until the Pandemic is over

We at Attorney Donald Wyatt PC feel a special obligation to our prospective clients, clients, client's families, staff and staff families to try to maintain a safe working and meeting environment as long as COVID – 19 remains a threat to public health. Because this virus is highly transmissible and because asymptomatic individuals are known to present a risk of transmission, we must assume that everyone is a potential carrier. Still, we must be here to serve our clients and provide necessary legal services in our practice.

We represent people of all ages, but many of our clients are Elderly people. We simply want to do everything we can to slow or halt the spread. We do not want to wake up and learn that one of our clients has died, or infected others, following an interaction with us.

Therefore, we are implementing the following changes in our operations.

1. We are all working from home. We have been a digital office for many years. At the outset of this outbreak we decided to utilize secure networking connections to allow all six staff members of our firm to work from home.
2. Everyone in our staff is obliged to inform us about symptoms, exposure and possible exposure. All staff members understand that their ability to meet with client, other than by video conference, is conditioned upon social distancing and forthright reporting.
3. Staff who do encounter situations where exposure is possible, are required to spend 14 days in self quarantine and work by digital technologies alone.
4. We have modified our physical offices. Our conference room has been stripped of cloth furniture so that the entire environment can be cleaned between each meeting. Our work spaces are served by separate heating and air conditioning systems and we have installed UVC sanitation appliances to clean the air in all spaces.
5. Because Covid-19 is thought to remain viable on paper for up to a day, we are asking all visitors and clients who provide documents for our review to either scan and produce pdf files of each document ahead of time, or utilize an on premises scanner/ copier/printer to scan documents for use. Documents provided in paper will be quarantined for a 2 day period and scanned by staff thereafter utilizing appropriate personal protection. In place of our standard copying charge of \$0.25 per page, our COVID-19 period fee for processing paper documents will be billed at \$1.00 per page. This is only charged for handling paper documents. There is no charge for handling documents provided as pdfs. We will be happy to provide smart phone, laptop and desktop computer users with assistance in selecting, installing and utilizing apps which will quickly, easily and accurately scan documents and transmit them to our offices. Clients facing filing deadlines must be aware that bringing documents into our offices with too little time to safely process them may result in failing to meet a deadline and may cause loss to the client. Because we deem life more valuable than money, we will err on the side of safety every time. Obtaining, installing and using scanning and pdf production software is, therefore, in every client's best interest.
6. We require that every visitor to our office wear a mask while in our offices. For anyone unwilling or unable to wear a mask, we are more than happy to have a video conference meeting using Go To Meeting software from Logmein. No membership is necessary for a client to install to use this software to confer with us. We have the membership. For clients unwilling to wear a mask, and unwilling or unable to meet by video conference, we will regrettably decline to provide professional services.
7. We will continue to respect the personal time of our clients and staff and only

conduct meetings, or provide legal services, during regular business hours. As always, we are available outside of these hours when absolutely necessary. However, one of the important factors to having to work from home policies is that families must be assured that our staff members are not constantly at work simply because they can work from home.

8. Requesting an in person meeting constitutes your agreement that you are willing to take the risk that our measures are not sufficient to prevent transmission of the Covid-19 virus and that you may become infected during your visit with us. We recommend that all contacts be had with our firm by video conference and electronic transmission of documents. Meeting in person is an acceptance of the risk of infection and all subsequent consequences.

9. These protocols remain in place until Attorney Donald Wyatt PC notifies of any relaxing of these measures. No public authority can issue a waiver of these restrictions. No waiver may be implied from any action, or verbal statement, and only a written notice will constitute a modification of these protocols.

Your signature below acknowledges receipt of these protocols and constitutes your agreement to these protocols as binding agreement, supplementary to any other engagement agreement with the firm, between you and the Attorney Donald Wyatt PC.

Dated: _____

Client.

Client.