



KAHN, SOARES & CONWAY, LLP

ATTORNEYS AT LAW

Kahn, Soares & Conway, LLP (KSC) is made up of our employee team, clients, and our community. The health and safety of our team and yours is our priority. With recent news and developments related to the Coronavirus (COVID-19), we know many people have questions about how and what KSC is doing to keep our team, clients and the community healthy. We want to share the actions we're taking.

Our business remains open. We are limiting contact to telephone and remote, unless personal contact is absolutely necessary. This contact will be scheduled after careful screening of possible illness or exposure to COVID-19. The office is taking all recommended steps related to COVID-19 and we are monitoring the changes and reaction of the various courts, legislature, local and state agencies and other venues we regularly appear in and/or conduct business in.

With this in mind, we have been closely monitoring the rapidly changing situation around COVID-19, responding to new information as it arises, and preparing for all possible scenarios, to continue to work with you safely and seamlessly.

We want to ensure that KSC can take care of you, your business and your team and be as safe as possible.

In addition to following the guidance provided by the CDC and World Health Organization, out of an abundance of caution, we have taken the following steps beyond our usual high standards:

- We have implemented enhanced protocols for cleaning and sanitizing our offices, including cleaning more frequently and adding additional cleanings. (We're paying extra attention to disinfecting all high-touch areas like countertops, door handles, and appliances.)
- We prepared our team and re-emphasized existing sanitation and illness policies, including frequent and proper handwashing and asked that they do not shake hands at this time.
- We've emphasized what our team can do to keep themselves and others safe, including not touching one's face, and staying home if sick.

Be assured we will do everything we can to continue to work safely and will continue to closely follow the guidance of the CDC, Public Health and local health officials.

We know there is a lot of information out there; for the most current information on COVID-19, including government health guidelines, please visit:

- www.cdc.gov
- www.internationalsos.com
- www.who.int

We are working tirelessly to do what is best for our KSC team and clients. We are proud to be part of the community and look forward to seeing you again soon.