

At Carrier Law the health and wellbeing of our team and clients is our top priority. As we continue to monitor the Governor's Executive Orders, CDC, and OSHA guidelines, we want to share with you some of our procedures and protocols we have in place.

- Virtual meetings and phone calls whenever possible with clients.
- Drive-in signing of documents without contact with client.
- Promote working remotely unless it is necessary to be at the office.
- If a team member has a fever at or above 100.0 degrees Fahrenheit or who is experiencing coughing or shortness of breath or has a household member displaying these symptoms they **should not report to work**.
- Team members are asked to notify their supervisor immediately if they show signs or symptoms of COVID-19. They are taking their temperatures prior to arriving at the office.
- Designated traffic patterns and 6 feet distancing from the Client Service desk.
- Plexiglass barriers are being installed in the conference rooms and in front of the Client Service area.
- Require face covering for all team members when in common area.
- Increased facility cleaning and disinfection to limit exposure.
- Cleaning supplies and hand sanitizer are available to each team member.
- Ongoing training of team on infection control practices, especially hand washing and proper use of PPE.
- Discontinued use of coffee machine, water cooler, and making cookies.

We will continue to keep you updated as we plan to open the office while adhering to an abiding by all guidelines and directives.

We appreciate the support, understanding and your patience, as we navigate the “new normal.” We miss you and look forward to seeing you again!

David L. Carrier
President