

## **COVID-19 Update and Protocol**

• Hoffmann & Baron LLP offices remain open for business in order to properly serve our clients. Our attorneys and staff are working remotely from home, and we have curtailed unnecessary travel and participation in large group activities for the immediate future, until the exposure risks to COVID-19 are lessened.

- Our Offices and employees have full access to their work environment (files, desktops etc.) remotely and are able to perform their jobs and service your needs from home. We also have a capability to use video conferencing remotely.
- We operate on a Cloud platform, which means that all of our servers are off-site,
  remote locations from our offices and they are accessible anytime using an internet
  connection. This ensures both confidentiality and backup safety.
- We have a protocol in place for employees who have or possibly have been exposed to COVID-19, and this protocol requires them to communicate immediately of such exposure and to stay home until it is safe to return.
- We will monitor the US situation and keep you advised, but should you have any questions, please do not hesitate to contact us at:

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