

THE SKETCHLEY LAW FIRM, P. A.

www.sketchleylaw.com

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March 13, 2020

To: The Sketchley Law Firm, P. A. Clients and Community Partners

Coronavirus (COVID-19) Update: Our Commitment to Clients and Our Employees

As we continue to monitor Coronavirus (COVID-19) developments closely, the health and well-being of our clients, employees and community partners is of utmost importance to us. We are keenly focused on our preparedness efforts to maintain a safe work environment for our employees, our clients and their families while sustaining business operations in order to serve our clients and continue to work with our community partners.

The most vulnerable among us, the elderly and persons with compromised immune systems, are the majority of our clients, as such, we have activated an Infectious-Disease Management Plan, which includes:

1. Our office is closed to the general public until April 15, 2020. Phone calls to the firm will be answered as usual. We have a comprehensive voicemail system if we are unable to answer phone calls at the office.
2. Our staff is avoiding all large social gatherings, travel and community functions whether at work or at home.
3. Our staff will not be traveling for any reason and we will not be visiting healthcare facilities until after April 15, 2020.
4. All speaking engagements have been canceled.
5. For non-urgent matters, we encourage you to utilize e-mail rather than mailing documents to the office and phone communication rather than visiting the office in-person. Our e-mail, info@sketchleylaw.com will be checked during this time.



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6. If you must visit the office, we require advance notice of your visit. Please phone the office and schedule a time to come in.
7. Employees have the ability to work from home, if needed.

If you have any questions, please call our office at your nearest convenience.

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Sincerely,



TWYLA SKETCHLEY