

## **COVID-19: Dennis, Wenger and Abrell, Attorneys-At-Law Update to Clients and Friends**

Dear Clients and Friends,

Given recent updates and CDC guidelines related to COVID-19, we want to update you on the steps we are taking to protect the health and safety of our people, clients, families, and communities.

Effective today, Wednesday, March 18<sup>th</sup> through at least Friday, April 3<sup>rd</sup> we are no longer having in-person meetings with clients with an exception for those clients who may require in-person attendance due to the essential nature of their particular matter. Whether a matter is “essential” will be determined on a case by case basis.

Our office will remain open, serving clients via telephone, email or video conferencing. Rest assured we have a business continuity plan in place to support a remote workforce. Our infrastructure is set up to enable employees to receive all messages (email, phone, text). During this period you can communicate with your DWA attorney and our staff as you normally would. Documents sent to our offices via U.S. mail and other carriers will be forwarded to the appropriate person.

Our front desk will continue to be open during business hours for pick-up and delivery. In the spirit of social distancing, however, we are encouraging alternatives to in-person contact. Our people can easily conduct video conferences and phone calls with you in lieu of face-to-face meetings, and we’re happy to provide instructions on sending documents electronically in a secure manner.

During this period, our commitment to serve you remains of utmost importance, even if our typically prompt responses are slightly delayed. We continue to monitor the situation, and if further changes in the way we serve you are needed, we will share those with you.

Please know that we are here to help you manage through this crisis. We are closely monitoring COVID-19 federal economic relief initiatives, and how the state will respond to new legislation and regulations.