

# MANOS, MARTIN & PERGRAM CO., LPA

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## COVID-19 UPDATE

We recognize that with the escalating health concerns and business closures, our clients may need our legal services more than ever. The purpose of this communication is to provide an update on how we at Manos, Martin & Pergram are addressing the outbreak of COVID-19.

- ◆ Our offices will stay open during normal business hours, but we will accommodate our employees who want to work from home.
- ◆ We can use our conference call capabilities in lieu of in-person conferences/appointments whenever appropriate.
- ◆ We will encourage social distancing for our clients and other visitors. For example, we will ask that you sit at opposite ends of the conference table rather than across from or next to each other and will view signings that require witnessing and/or notarization from the other end of our long conference table, from the doorway or through the window in our front conference room.
- ◆ If you have a conference scheduled that would require an in-person meeting (for example, to sign documents that require witnessing and/or notarization) and are not comfortable coming into the office at this time, we will obviously reschedule the meeting to accommodate you.
- ◆ We are cleaning door handles on a regular basis and providing for extra sanitizing in the restrooms, seating areas, lobby beverage center, etc.

Manos, Martin & Pergram is committed to doing our part to prevent the spread of COVID-19. Please contact us with any questions or concerns you may have.