

QUELLER • FISHER • WASHOR • FUCHS & KOOL

AND THE LAW OFFICE OF WILLIAM A. GALLINA, LLP

DEAR CLIENTS AND COLLEAGUES,

As we continue to address the **COVID-19** pandemic during these unprecedented times, Queller, Fisher, Washor, Fuchs & Kool and The Law Office of William A. Gallina, LLP, is taking every possible precaution to ensure the safety of our clients and staff while continuing to provide the same high level of legal representation expected of our firm. Consequently, we have adopted enhanced safety protocols in accordance with the recommendations of the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC).

The following are some of the changes you will encounter when scheduling appointments and arriving at our office:

- TO THE EXTENT POSSIBLE, APPOINTMENTS AND MEETINGS WILL BE CONDUCTED VIRTUALLY OR VIA TELEPHONE.
- IF AN IN-PERSON MEETING IS REQUIRED, TO LIMIT UNNECESSARY CONTACT, APPOINTMENTS WILL BE STAGGERED AND SPACED OUT ACCORDINGLY.
- UPON ENTERING OUR BUILDING AND OFFICE, YOU MUST WEAR A FACE MASK OR OTHER FACE COVERING.
- HAND SANITIZERS ARE AVAILABLE AT CONVENIENT LOCATIONS THROUGHOUT THE OFFICE.
- ADMINISTRATIVE TASKS HAVE BEEN IMPLEMENTED TO LIMIT CONTACT BETWEEN CLIENTS AND OFFICE PERSONNEL.
- CLEAR BARRIERS HAVE BEEN INSTALLED TO ALLOW SAFE SOCIAL DISTANCING BETWEEN OUR FRONT DESK STAFF AND CLIENTS.
- OUR FACILITY HAS BEEN PROFESSIONALLY SANITIZED AND IS SANITIZED ON A DAILY BASIS IN ACCORDANCE WITH GOVERNMENTAL AND HEALTH ORGANIZATION GUIDELINES. THIS INCLUDES OUR WAITING ROOM, CONFERENCE ROOMS, ADMINISTRATIVE AREAS, AND RESTROOMS.

For over 60 years, Queller, Fisher, Washor, Fuchs & Kool and The Law Office of William A. Gallina, LLP, has provided our clients with the highest level of care and legal representation. Accordingly, we continue to review and revise our practices with regard to the health and safety of clients, colleagues and staff. To support our efforts, we ask that you do your part in helping us make your visit safe and successful by complying with all our procedures so we can get through this difficult time together.

Queller, Fisher, Washor, Fuchs & Kool and The Law Office of William A. Gallina, LLP

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