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To Carr Allison's Clients and Colleagues:

Carr Allison remains open for business and continues to provide each of our clients with timely response and superior legal service. We have been successful in our efforts to minimize any possible exposure or spread of this virus to our clients, Carr Allison lawyers and staff and our families. Now, as "Safer at Home" orders are in place and businesses across our geographic footprint begin to reopen, we want to let you know how we will be conducting business in the coming weeks. Beginning in June, Carr Allison will incrementally phase back into a new normal office life with attorneys having the option of working from home or the office and our staff operating on a staggered schedule.

- We will continue to be fully available to you via email, text and telephone and your calls and e-mails will be answered timely.
- Our lawyers are strongly encouraged to do as much as possibly by phone or video.
- All lawyers will maintain social distancing at court required appearances.
- All visitors and non-employees are prohibited from coming to our offices to limit the spread of germs.
- Our attorneys may continue to work remotely, thus minimizing the number of people in our offices and limiting the spread of germs.
- We are monitoring Court-mandated delays and restrictions and updating our calendaring and strategies to best protect your interests.
- Our robust plan for personal hygiene and social distancing at work has been successful and will continue.
- We will continue to monitor information from the CDC, WHO and state and local governments across our South east footprint and will make office-wide and firm-wide workplace safety decisions accordingly.
- Solid contingency and continuity plans will remain in place to transition our entire enterprise to a remote-work scenario at a moment's notice, if necessary.
- Our IT infrastructure is in place and has been tested to ensure the security of all firm files and communications in the event of a transition to remote work.

We thank you for your continued trust in Carr Allison and encourage you to reach out to us with any concerns. You can find your attorney's direct contact information at [www.carrallison.com/attorneys/](http://www.carrallison.com/attorneys/).

I am also available to answer any questions you may have or direct you to the appropriate attorney as we go through this unprecedented time.

Stay healthy,



**THOMAS C. LOGAN**