

VANDENACK WEAVER LLC

LEGAL | TAX | BUSINESS COUNSEL

As businesses are reopened and state governments gradually lift social distancing restrictions, we wish to inform you that our firm will continue to be cautious, taking the greatest possible precautions in light of the very serious public health threat posed by COVID-19. The safety and wellbeing of yourselves, our clients, is of paramount concern to us. Therefore, our precautionary measures in relation to meeting protocol are detailed herein.

Remote

Whenever possible, meetings will be held via video or telephone conference. Any documents that may be signed without witnesses and/or notaries present will be sent to you for signature via electronic signature software.

Office Visit

If you intend to visit the office to leave documents, tax returns, etc., we would respectfully ask that you provide our staff with an approximate time (within one hour) of your anticipated arrival, in order to permit our staff to appropriately prepare and sanitize our lobby area. Prior to entering the building, we ask you to call our main line at 402-504-1300 from the parking lot to avoid any congestion. Our staff will be wearing masks, and we would request that you do the same. If you do not have a mask, please inform the person who answers the phone when you call from the parking lot that you do not have one and one will be provided to you on a table outside our interior door.

In-Office Meeting – Reception Desk

For those meetings that are determined by the client and attorney to be held in person, the following protocol will be observed:

- Any documents to be signed at the meeting will be provided via secure email in PDF format prior to the meeting. This is to allow you time to review the documents in the comfort and safety of your home, and telephone our office to discuss any final questions.
- When you arrive for signing, please be sure to wear a mask. If you do not have one, please call our main line at 402-504-1300 from the parking lot and inform the person who answers the phone that you do not have one. A mask will be provided to you on a table outside our interior door.
- We also ask that clients refrain from wearing gloves to office visits, as use of gloves by those who are not trained to don and remove them hygienically can spread virus particles. In lieu of gloves, hand sanitizer is available for your use at our front desk, in our conference room, and on the table outside our interior door.
- You will observe a plexiglass health barrier at our reception desk. We ask that you remain in front of this barrier (on the lobby side) and not enter the office hallways.
- Our staff will remain behind the barrier and will present **the signing pages of documents only** through the barrier. The signing area will be sanitized before your arrival. Witnesses may appropriately witness signings from behind the barrier. The fully assembled documents will be mailed to you within the week, if the firm is not storing your original documents.

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In-Office Meeting – Conference Room

In addition to the In-Office Meeting protocol above, the following protocol will be observed in the conference room:

- The conference room is available for a maximum of four people **including** VW staff. However, two people who reside together may be counted as one for this purpose as long as they stay together in the designated area. The conference room will also be sanitized prior to your arrival.

After any office visit or in-office meeting, as you leave, please be advised that our interior door opens both ways, so that you may push it without touching it with your hands upon entry and exit. Paper towels are also available for your use. In addition, we ask that you take your signing pen with you.

On Location

For those instances where the documents to be signed must be brought to the client's home, the following protocol will be observed:

- Our staff will call you when they arrive.
- Our staff will be wearing masks, and we would request that you do the same. If you do not have a mask, please inform the person who calls you when they arrive, and one will be included in the folder with the documents.
- Our staff will get out of their car and will place the open folder with the documents to sign on top of the hood of their car, along with a pen for you to use.
- When the staff member gets back into the car, we ask that you then come out to the car and sign the paper(s) with the provided pen. We ask that you take the pen with you.
- Once you get inside, the staff member will get out of the car and will close the folder and bring the folder, with signed document(s), back to the car. The fully assembled documents will be mailed to you within the week, if the firm is not storing your original documents.

We appreciate your cooperation as we work to maintain a safe office environment and “flatten the curve”. We always look forward to assisting our clients safely and seamlessly, not just until the threat of COVID-19 has abated.