

An Updated Message to our Clients and Colleagues:

July 22, 2020

With the evolving situation surrounding Coronavirus (COVID-19), Meyer & Spencer, PC is fully committed to the safety and health of our clients, our employees and our community, while ensuring minimal disruption to our work and client service. We hope everyone is safe during this unprecedented time. Our thoughts and prayers are with all those afflicted and their families.

Meyer & Spencer, PC has a strong infrastructure in place to support our business continuity efforts and has remained open using technology.

- Our offices are currently open, with at least one staff member present at our Pleasantville office from Monday to Friday. Please call us at (914) 741-2288 before coming in.
- All sanitary precautions are being observed at all times. Our offices are sanitized daily, frequently touched surfaces are disinfected throughout the day, face masks are required to be worn and hand sanitizers are placed throughout the office. If you do not have a face mask, one will be provided for you.
- Most of our staff is working remotely and on a rotating office schedule, both as a precaution and until we get further guidance for compliance with Governor Cuomo's Executive Order. We have robust technology and a culture of flexibility that enables our employees to efficiently and effectively provide client service remotely.
- We continue to maintain and monitor the telephone lines during business hours. As always, we continue to monitor and respond to emails as quickly as schedules allow.
- We utilize video conferencing or old-fashioned telephone calls for consultations and meetings to serve our clients efficiently and safely. Our staff will assist you in setting up video conferencing if necessary.
- Weather permitting, we have outdoor meeting capabilities at both offices.
- Any documentation or information you need to send us for your case, please send to us electronically, unless advised otherwise. We have software capabilities, which allow you

to upload documents to a secure site. This can be coordinated with our staff if you would like to utilize our portal.

- For real estate closings, we are considering all proposed solutions, examining and re-examining all closing protocols, and endeavoring to get your sale or purchase closed under the constraints imposed. To that end, all interested parties are working cooperatively with Meyer & Spencer PC to meet the needs of our clients and to strive towards conducting closings.
- For our estate planning clients, we have put in place various means of servicing you. To minimize contact and ensure safety, we have enabled reviewing your estate plan documents with you via video conferencing. You also have an option to sign your documents remotely via video conference or meet us at one of our offices, where all safety protocols will be observed during the formal signing.
- Under the recent mandates from Governor Cuomo, we are able to notarize your documents remotely. Our staff will instruct you with the procedures and coordination of such signings.
- Please note that the courts are gradually reopening, although still servicing the most urgent of matters. The court system is making adjustments on a daily basis, so we will keep you apprised to the status of any court appearances.

As always, the Meyer & Spencer team is here for you. We are focused on delivering our legal services throughout this period just as we have done through other periods of turmoil. We all have a role to play in this evolving situation and we at Meyer & Spencer PC will do our part. We will also post all updates to our Facebook page at: <https://www.facebook.com/MeyerSpencerPc/>.

Thank you for continuing to put your trust in us. Stay safe and well.

Sincerely,

Matthew S. Spencer & James T. Meyer