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COVID-19 MEETING PROTOCOLS

June 5, 2020

Dear Valued Clients, Friends, and Colleagues:

I hope all of you are staying safe and healthy as we adjust to the "new normal." I am closely monitoring guidelines from the Center for Disease Control (CDC) and Illinois Department of Public Health (IDPH) to ensure that my staff and clients are protected.

As of June 8, 2020, my office is now open to visitors by appointment only. For any guests to the firm, we have implemented new procedures to ensure the safety of staff and clients. The new procedures are outlined below:

- All guests must wear a mask or face covering upon entry to our building.
- If any guest, or someone the guest is in close contact with has COVID-19, or are experiencing symptoms (or have been tested and are awaiting results), they need to reschedule when symptoms have resolved. Please do not attend any meeting if you have tested for a fever [temperature of 100 degrees or higher].
- For now, most guests are meeting in the conference room located on the 1st Floor of my building (adjacent to the front-door stairs leading up to the 2nd Floor). For groups of more than three, we will be meeting in our conference room on the 2nd Floor. We will attempt to maintain social distancing.
- All conference rooms will be cleaned and disinfected after each guest.
- Only one guest and/or staff member will be permitted to use a restroom at a time.

We have hand sanitizer, disposable face masks, and cleaning materials available to encourage a safe and clean environment for guests and staff.

Notwithstanding that my office is open to visitors, I am still able to offer remote meetings for clients using phone or video conferencing. Also, pursuant to Governor Pritzker's Executive Order, I am still able to conduct remote signings for your estate plans, if necessary.

I look forward to seeing all of you again, even behind a mask. Enjoy life!

Sincerely,



Robert J. Kolasa
Attorney, C.P.A., LL.M. (Tax)