

As we all face the uncertainty and challenges associated with outbreak of the coronavirus, we wanted to update our clients and friends with the steps we have taken at Harris Winick Harris LLP to meet the ongoing challenges amidst this developing health situation. We are concerned foremost with the health and safety of members of our Firm, clients and our communities at large. We want you to know we are prepared for a variety of outcomes with the virus, and we have the tested ability to work remotely on all Firm matters with little or no disruption, while protecting and safeguarding the health of Firm employees and the confidential data and information of our clients. Specifically, we have taken the following steps to continue to assist our clients during these difficult times, while taking reasonable measures to protect the health of our Firm:

- The Firm has invested in technology that provides access for all Firm members to work remotely on all Firm matters while protecting the confidentiality of client information and maintaining security measures within the office. In addition to access to the network remotely, the Firm has access to all document databases and other information remotely.
- We have put into place measures over the past several years that ensure that our phones and other means of communicating will allow all Firm members to respond to telephone messages left at the Firm's voicemail and/or use the Firm's telephone system from offsite locations.
- We have instituted guidelines and procedures to protect the health and wellbeing of our employees, including placement of restrictions on certain non-essential travel, policies regarding self-quarantine, social distancing guidelines, and requesting all Firm members to work remotely next week. We will continue to review these guidelines during the upcoming week and as the circumstances surrounding the virus evolve.
- We are aware of certain changes that have and will likely occur in the upcoming weeks with respect to court schedules, rescheduling of meetings and other matters for our clients. As always, we will consult with our clients to make certain that we respond to our clients' needs and objectives.

We want you to know that we expect and believe that we are well-positioned to seamlessly continue with providing services and advice that you've come to expect from our Firm. We are committed to assisting our clients during these challenging times.