

Memo: Coronavirus – Protective Measures and Proactive Business Strategies

Date: March 18, 2020

MCDR continues to closely monitor developments with COVID-19 and have been diligently working behind the scenes for the past week to ensure that MCDR continues to address the business and legal needs of our Clients as efficiently as possible. The impact of COVID-19 remains a highly fluid situation, with new information and details being updated on a daily basis. The health and safety of each of our Employees, Clients, and Visitors remains at the forefront of our considerations as we implement protective measures to limit the risks associated with COVID-19. Our goal is to maintain a safe and healthy work environment, while continuing to provide critical services to our Clients.

Protective Measures

To maintain a safe work environment, we have adopted increased hygiene practices and the cleaning of all frequently touched surfaces to reduce the risk of contracting or spreading the virus. Additionally, Employees have been instructed to self-monitor for symptoms consistent with COVID-19. MCDR has also temporarily suspended nonessential business travel.

Restricted Access to MCDR Offices

Consistent with the recommendations of the CDC and various state and federal courts, we are limiting in-person visits to our offices and will meet with Clients by appointment only. In addition, we respectfully request that any individual in the following categories avoid accessing our offices:

- anyone who has been diagnosed with COVID-19;
- anyone displaying symptoms consistent with the virus;
- anyone who has been exposed to someone diagnosed with or exhibiting symptoms consistent with the virus;
- or
- anyone who has been asked to self-quarantine by any healthcare provider.

Given the significant risk of substantial harm to Employees, Clients, and Visitors, MCDR believes these measures are necessary and appropriate.

Alternative Access

Where an individual's physical presence is not required, MCDR will offer video-conferencing or conference call technologies in lieu of in-person meetings. Additionally, MCDR will issue and receive documents via secure email, where appropriate. You are encouraged to discuss these options with your attorney.

Telework

MCDR has developed a business continuity plan, including remote work capabilities should telework become necessary.

MCDR will continue to monitor COVID-19 and will address additional mitigation strategies as this situation evolves. We remain prepared to provide proactive guidance and legal services to address your needs. Stay Safe!

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