



Due to the difference in number of positive cases of the Corona Virus/COVID-19 in the metropolitan St. Louis area as compared to the St. Francois County area, our office locations will be following different guidelines for operation as set forth below.

### **CLIENT GUIDELINES - ST. LOUIS/CHESTERFIELD OFFICE**

- Our office will be open by appointment only beginning Tuesday, May 26, 2020.
- Virtual appointments through Zoom or by conference call are available and the preferred way for client meetings to occur.
- In-person meetings are by appointment only. If you arrive prior to your appointment time, please do not enter the building until your appointment time.
- Clients must wear a mask at all times upon entering the office. If you have your own mask, please bring it.
- Clients must be asymptomatic (having no symptoms) for the Corona Virus/COVID-19.
- Clients must not have been around anyone with symptoms of the Corona Virus/COVID-19 for two (2) weeks.
- Clients must be alone at the time of their appointment.
- There will not be any amenities that we normally provide, such as drinks.
- Hand sanitizer will be at the front door and every client must use it upon entry to the office.
- Restrooms in these offices are public restrooms maintained by the building owner and not by Marler Law Partners, we recommend only using the restroom on an emergency basis, as your use is at your own risk.
- Your entry into our office is at your own risk and by entering the office you agree you have read the above terms, approve of the safety measures we are taking and waive any and all responsibilities of Marler Law Partners or any of its personnel for any illness related to the Corona Virus/COVID-19.



## **CLIENT GUIDELINES - FARMINGTON OFFICE**

- Our office will resume normal business hours beginning Tuesday, May 26, 2020.
- Virtual appointments through Zoom or by conference call are available and the preferred way for client meetings to occur.
- In-person meetings are by appointment only. If you arrive prior to your appointment time, please do not enter the building until your appointment time.
- We strongly encourage clients to wear a mask at all times upon entering the office. If you have your own mask, please bring it.
- Clients must be asymptomatic (having no symptoms) for the Corona Virus/COVID-19.
- Clients must not have been around anyone with symptoms of the Corona Virus/COVID-19 for two (2) weeks.
- Clients must be alone at the time of their appointment.
- There will not be any amenities that we normally provide, such as drinks.
- Hand sanitizer will be at the front door and every client must use it upon entry to the office.
- Please only use the restroom in case of emergency. If you need to use the restroom, please notify the employee you are meeting as they will take extra precautions to sanitize the restroom after each use.
- Your entry into our office is at your own risk and by entering the office you agree you have read the above terms, approve of the safety measures we are taking and waive any and all responsibilities of Marler Law Partners or any of its personnel for any illness related to the Corona Virus/COVID-19.