



Jaspan Schlesinger LLP is closely monitoring developments relating to the spread of COVID-19, including official guidance published by the Centers for Disease Control and Prevention and the World Health Organization. We are committed to ensuring the safety of our employees while delivering the highest level of client service.

The firm's offices are presently open. We have not received any reports of employees having been diagnosed with COVID-19, having had close contact with anyone who has received such a diagnosis, or having recently returned from travel to a country with widespread sustained transmission of the virus. Barring a change in circumstances, the firm intends for its facilities to remain fully operational.

The firm has implemented health and hygiene protocols to ensure that our offices remain a safe environment for clients and employees. High-touch surfaces are disinfected multiple times each day, and hand sanitizer is available throughout common areas. Our employees have also been directed to remain at home and to work remotely if they are ill or have had contact with any person who has been diagnosed with or is suspected to have COVID-19.

The firm is prepared to implement a business continuity plan in the event of an office closure. Our attorneys are equipped to work remotely on a full-time basis through our firm's virtual private network. The network is fully secure and access to it requires two-factor authentication. All client data and contact information are backed up offsite and stored on a hybrid-cloud platform. We have arrangements with other local firms that will permit us to access conference facilities outside of our offices. Additionally, incoming telephone calls to our business lines will be routed to and answered by staff outside of our office, and directed to the appropriate attorneys. These arrangements ensure that there will be no interruption to the exceptional client service our clients have come to expect.

Those clients to whom the firm provides litigation services should rest assured that we remain abreast of all directives issued by the federal and state court systems. We are fully familiar with recently mandated limitations on entry into courthouses in our area, and procedures implemented to allow for attorneys' remote participation in judicial proceedings and/or the postponement of non-urgent matters.

In the event of an office closure, our clients will be notified of the implementation of our business continuity plan through public postings on our website and social media platforms and through an e-mail sent to our centralized contact list.

We wish all of our clients, colleagues and friends safety and good health during this time. Feel free to reach out to your usual contacts at the firm with any questions, or to contact the firm's Deputy Assistant General Counsel, Jessica M. Baquet, at jbaquet@jaspanllp.com for COVID-19 related inquiries.