



In accordance with Governor Cuomo's recent executive orders, Jaspán Schlesinger LLP has implemented its Business Continuity Plan and all attorneys and paralegals are now working remotely.

Our attorneys are fully equipped to work outside of our office 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. Additionally, incoming telephone calls to our business lines will be routed to attorneys, and audio files of messages left in their voicemail box will be automatically sent to their e-mail addresses.

The U.S. Postal Service and Federal Express have been deemed essential businesses that are exempt from Governor Cuomo's in-person workforce restrictions. Mail that is sent to our office will continue to be received by our business processing service provider, and will be delivered to our attorneys on a daily basis. We will also continue to transmit documents and correspondence by mail and Federal Express.

Governor Cuomo has instituted new rules permitting notarizations that are required by law to be performed by videoconference. Attorneys and staff members of our firm are equipped to perform notarizations in this manner via Skype as needed.

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 court closures, limitations on entry into certain courthouses, procedures implemented to allow for attorneys' remote participation in judicial proceedings, and requirements for bringing emergency matters before the court. We also continue to be capable of electronically filing documents with courts that allow or require it.

These arrangements ensure that there will be no interruption to the exceptional service our clients have come to expect.

We recognize that this difficult time involves new challenges for many of our clients. Our attorneys are familiar with recently enacted laws, regulations and executive orders relating to COVID-19 that affect public entities and private businesses. Summaries and alerts are available on our website, through social media channels and on our blogs: [www.nylaborandemploymentlaw.com](http://www.nylaborandemploymentlaw.com) and [www.nybusinesslaw.com](http://www.nybusinesslaw.com). We are on-call to provide our clients with advice and counsel about these pressing matters.

We wish all of our clients, colleagues and friends safety and good health. 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@jaspánllp.com](mailto:jbaquet@jaspánllp.com) for COVID-19 related inquiries.