



Dear Clients,

Your health and safety and the health and safety of our staff are our top priorities. We have put protocols and practices in place to ensure that we conform to the most current guidelines of the Center for Disease Control and the directives of our local, state and federal officials. Patrick, Harper & Dixon is fully operational and actively seeing clients. We are adhering to precautionary measures to ensure your safety at our Firm. Teleconferencing or Zoom conference is preferred at this time. If a client, however, chooses an office visit, we ask that you review the following steps to guarantee the best actions to care for your health and ensure the safety of others:

- a. Clients are seen by appointment only.
- b. COVID-19 screening questions will be asked upon arrival.
- c. Masks will be required for all visitors while in the office.
- d. Social distancing of six feet should be maintained during meetings and in the lobby.
- e. For document signings, please wear a mask and gloves as well as bring a blue pen.

Patrick, Harper & Dixon appreciates your continued business and thanks you for your patience and cooperation!