



LANDSMAN LAW GROUP

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A MESSAGE TO CLIENTS, BUSINESS ASSOCIATES AND FRIENDS from LANDSMAN LAW GROUP attorneys and staff

To our clients, business associates, and other friends,

First, at this time we remain open and are committed to continue to serving our clients to the greatest extent possible. Under Governor Hogan's most recent Order and Interpretive Guidance memo, law firms are essential because they provide professional services that support the judicial system.

As we remain open to provide you with necessary services, we have imposed temporary limits on our *office* availability in response to the Covid-19 pandemic to protect you and our staff against further spread of the virus.

Are we available to answer questions or solve legal problems in our usual areas?

Yes. As explained further below, we have moved into technological availability – telephone, email, video-conferencing. Do not hesitate to call or contact us if you have a concern in our area of expertise.

What Are We Doing to Protect You and Our Staff?

- We have cancelled all in-office conferences until further notice and have closed the office to all outside visitors.
- We've taken extensive steps to enable attorneys and staff to work securely from office or home without disruption.
- We are rescheduling appointments as telephone conferences to replace in-office meetings and hope to have video conferencing available shortly. Going forward, all

new appointments will be scheduled to take place via telephone or video conferencing until further notice.

- If you feel you **must** meet with an attorney, call and talk to the attorney or his or her assistant to assess what is required. We will try to accommodate you if we can do so safely for all concerned.
- As a courtesy to our clients, we will waive our customary 3% credit card fee for those who wish to pay their bills by credit card instead of mailing a check. If you wish to pay by credit card, please contact Erin Mahony at 240-403-4305 or eam@landsmanlawgroup.com. We are also working on adding the capability to pay through a link on our website. We'll keep you posted on our progress when the end of month billing goes out.
- We will continue to provide you with the best and most knowledgeable services possible. As we continue to navigate these waters and find balance between work, home, family, and safety, we appreciate your patience and understanding that response times may be slower than usual.

What Can You Do to Protect Yourself and Those Around You?

We encourage our clients and business associates to follow the guidelines issued by the Centers for Disease Control (CDC) that can help protect us all from respiratory viruses. These guidelines can be found on the CDC website listed below and include (but are not limited to):

- Wash your hands often and thoroughly with soap and water for at least 20 seconds (a good way to remember how long to wash your hands is by silently singing the “happy birthday song” or “My Country ‘Tis of Thee”). If soap and water are not available, use an alcohol-based sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Practice social distancing by staying at least six feet away from others and do not shake hands or hug.
- Avoid gatherings of more than 10 people.
- Stay at home if you are not feeling well, especially if you are feverish, coughing or short of breath. If you have those symptoms, seek medical care promptly.

- Cover your mouth and nose when you cough or sneeze with the inside of your elbow; if using a tissue, dispose of it immediately into a closed bin and clean your hands with alcohol-based sanitizer or soap and water.
- Clean and disinfect frequently-touched objects and surfaces by using disinfectant spray or wipes.

Thank you for your understanding and cooperation as we navigate this challenging time.

The best advice evolves and changes constantly. We continue to monitor and take necessary precautions prescribed by the Center for Disease Control.

We have always been dedicated to providing you with the highest level of professional service in every way possible. Implementing these precautionary measures is a reflection of our care and dedication to you.

For some additional information regarding the Coronavirus, here are resources from the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>