



SEIF & McNAMEE
LLC

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March 16, 2020

Please Take Note:

As we all work together to navigate these unusual times, our office remains committed to providing exceptional legal services. Please note that we will be taking steps to limit the spread of germs and illness and therefore you may experience a difference and/or delay in our office procedures. We are limiting in-person consultations and many courts are postponing hearings or conducting business by phone. We will make every effort to keep our clients and associated parties informed of any changes in a matter. However, things are changing daily and we appreciate your patience while we work through this.

We would encourage current and potential clients to schedule and access our remote services through our website, by email, or by phone. Current clients may contact us to obtain access to our client portal in order to maintain easy access to their files and to make online payments. We encourage anyone interested in our services to consider remote consultations, along with other services we can do by phone/teleconference, including mediation and parenting coordination services, brief advice consultations, and document review and preparation.

The health and safety of our staff and clients are our highest priority. We are following the guidance and orders coming out of the Ohio Health Department, the Governor's Office, and coronavirus.ohio.gov. We are implementing additional sanitation and social distancing procedures in our office and encourage you and your family to take steps to make sure you stay healthy and do not spread infections to others.

Thank you for the opportunity to serve and work with you. We appreciate your flexibility and patience as we all adjust and work through these temporary changes.

Sincerely,

The Seif & McNamee, LLC Office

From the Center for Disease Control and Ohio Department of Health:

Keeping the workplace safe Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

STAY HOME WHEN YOU ARE SICK	AVOID CONTACT WITH PEOPLE WHO ARE SICK	GET ADEQUATE SLEEP AND EAT WELL-BALANCED MEALS	WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER)	DRY HANDS WITH A CLEAN TOWEL OR AIR DRY YOUR HANDS
COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING	AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES	CLEAN AND DISINFECT "HIGH-TOUCH" SURFACES OFTEN	CALL BEFORE VISITING YOUR DOCTOR	PRACTICE GOOD HYGIENE HABITS