



Seigfreid Bingham COVID-19 Update

March 18, 2020

Like all of you, Seigfreid Bingham is concerned about what COVID-19, the illness caused by the coronavirus, will mean for each of us, our families, schools, workplaces, and communities. We must hope for the best but prepare for the worst, but in a service industry like ours, client problems don't stop, so neither will we.

The overall message is this: Seigfreid Bingham will remain open for business, therefore we expect business as usual from our team as we know our work is critical to you and your organizations at this time.

However, we are taking certain precautions to ensure that everyone is safe within our workplace, while at the same time making sure we operate effectively to meet our clients' needs. This includes the following:

- Conducting business by telephone, video and online conferencing, and e-mail as much as possible.
- Avoiding unnecessary travel and cancelling or postponing nonessential meetings, gatherings, workshops and training sessions.
- Regularly and thoroughly cleaning "high touch" surface areas and high traffic areas in our offices like our lobby, coffee areas and conference rooms.
- Requiring attorneys and staff members who are sick to stay at home.
- As needed, providing our attorneys and staff with capabilities that will allow them to fully access the firm's IT systems remotely without disruptions to our business.

Be assured that any remote access of our systems by Seigfreid Bingham personnel will be in full compliance with all firm policies regarding security and confidentiality of client information.

For additional information, visit Seigfreid Bingham's online resource **Responding to the Coronavirus: Practical & Legal Considerations**. We thank you for your business and we look forward to continuing as a valuable business partner to you during these difficult times.

Sincerely,

Steve Kyle, CEO