



WENZEL BENNETT & HARRIS, PC

March 18, 2020

Karen Jo Bennett

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with

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To our Clients, Colleagues and Friends:

We hope you and your families are healthy and safe during this time of national concern. We want you to know the steps we are taking to safeguard the health of our team members and clients while also continuing uninterrupted delivery of legal services to you.

1. We are following the CDC guidelines in an effort to keep everyone healthy and working effectively. This includes being very conscientious about infection control protocols, recommended physical distance, frequent sanitizing of high-touch surfaces and, for now, welcoming our visitors with a warm smile instead of the usual handshake or hug!
2. We are maintaining regular office hours, but all our team members are fully equipped to work remotely if that becomes necessary. We are offering clients the option to attend most meetings or receive documents via email, phone conference or video conference without coming to the office if their physical presence is not needed. We have the technology to meet with you "virtually" so that, in many cases, you don't have to come in.

For clients who want or need to come to the office, we will be here for you. We are taking every precaution to safeguard the health of our team members, visitors and clients. We ask for your help in letting us know if you have symptoms or aren't feeling well. We will gladly reschedule or offer an alternative remote means of meeting.

In the past, it was common practice for us to visit clients in hospitals and nursing homes, however that is no longer an option in most cases, due to changing rules and regulations mandated by care facilities to protect their vulnerable patients and residents. We will do everything we can to continue to serve those clients who can't physically come to us.

3. We also want to remind our existing estate planning clients that you may schedule a consultation at no charge to assure that your existing documents still meet your current needs and wishes. We encourage you to call us if you would like to take advantage of that benefit during this difficult time.

4. We urge everyone to consider whether you have the proper documents in place so that a trusted person can handle legal, financial and health care documents and decisions if you cannot do so. If you don't have the necessary documents in place, or if changes are needed, there is no better time to take a few easy steps to get prepared. Just call to schedule a consultation.

We are thinking of you and your loved ones and want you to know that the support of a trusted advisor is just as close as your phone. We are confident that we will get through this difficult time with resilience, optimism, good planning and teamwork.

Very truly yours,

A handwritten signature in black ink that reads "Karen Jo Bennett". The signature is written in a cursive, flowing style.

Karen Jo Bennett