

# ILKHANOFF & SILVERSTEIN, P.C.

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**May 29, 2020**

**VIA EMAIL ONLY**

Dear Clients and Friends:

Individually and collectively, we are each challenged by all that is taking place during the COVID-19 pandemic. Whether it be in the workplace, at home and or in our limited travels, little these days is normal. With that in mind, we wanted to send this brief update regarding Ilkhanoff & Silverstein's business operations, as well as the precautions we taking to ensure the health and safety of our employees and clients, and their respective families, while continuing to provide uninterrupted service and availability to our clients, colleagues and court personnel.

Ilkhanoff & Silverstein's offices are presently open and operational for business, which is being handled remotely under the Governor's current Stay at Home Orders. Commencing in March, we implemented remote staffing arrangements in an effort to prevent any disruption in our services, while reducing the population density in each of our offices. These steps will permit our firm to minimize person-to-person contact and follow all federal, state and local guidelines regarding social distancing. Our state-of-the-art technology platform allows us to work remotely to be available to clients and business contacts in as timely and secure a manner as if they were in the office. In addition, attached is a checklist of the required Centers for Disease Control (CDC) guidelines when you are to meet with one of our attorneys and staff, once we are safely allowed to re-open the physical offices. We will continue our services remotely and encourage you to follow this option even when physical offices re-open for your health and safety and that of our staff.

In addition to the logistical measures outlined above, we have been closely monitoring and adhering to all state and federal health guidelines pertaining to the work environment, including those established by the CDC and the World Health Organization (WHO), and are communicating that information directly to all Ilkhanoff & Silverstein staff.

As we move forward together in these unprecedented times, we want to assure you that Ilkhanoff & Silverstein is, and will remain available to you. Again, our utmost priority is to keep everyone safe as we maintain our customary high level of legal service.

Very truly yours,

ILKHANOFF & SILVERSTEIN, PC

*Bernard Ilkhanoff*  
Bernard Ilkhanoff, Esquire

*Paula S. Silverstein*  
Paula S. Silverstein, Esquire

## CDC GUIDELINES

- 1.) You will be required to wear a mask prior to entering our Shrewsbury and East Petersburg Offices;
- 2.) If you want to bring a family or friend with you to the meeting; they will be required to sit in the vehicle in the parking lot;
- 3.) Any children will need to remain at home or in a vehicle with a babysitter during your meeting as they will not be permitted into the offices;
- 4.) For a trial preparation session; we can offer Zoom and Skype with the party and the witnesses;
- 5.) Our staff will be taking your temperature before entering the offices and will ask you a few questions;
- 6.) Prior to your consultation with one of our attorneys; you will be asked for your email address so that we can send you our Confidential Client Intake Sheet to complete and either scan back to us prior to your consultation or bring with you at the time of your in person consultation;
- 7.) We offer telephone, Zoom and Skype consultations and meetings;
- 8.) If you are experiencing any symptoms of a cough, fever or sore throat; you will be asked to schedule a telephone consultation or meeting.
- 9.) Our offices will be cleaned and sanitized regularly.