

# ILKHANOFF & SILVERSTEIN, P.C.

## Attorneys at Law

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**April 29, 2021**

**VIA EMAIL ONLY**

Dear Clients and Friends:

We are excited to announce that **Ilkhanoff & Silverstein, PC** will re-open our offices for in-person meetings with clients in our Shrewsbury and East Petersburg offices **as of May 24, 2021**. We will continue to provide you with our services remotely as we have been doing for over a year now.

As we adjust our schedules and office flow to support recommendations by the CDC, we ask for your patience and understanding as we move through the phases of reopening.

Here is what you can expect from us during this time:

- Clients and staff will be required to wear masks (cloth or surgical) while in our office unless all parties agree during the appointment and it is in concert with CDC guidelines as they become updated.
- If someone is bringing you to your appointment, we ask that the person who brings you waits in his or her car until your appointment concludes to help us limit the number of people in our offices.
- If you have a family member or friend who must attend the appointment with you, that person will also need to wear a mask. Please inform the staff if this is the case. Only one additional support person will be permitted to attend the meeting with you in person. We can include someone on the telephone if all parties agree. Our office reserves the right to exclude any guests from accompanying a client into our offices.
- Upon arrival, each client (and family member or friend, if there is one) will have his or her temperature taken and will be asked specific COVID-19 screening questions.
- We will communicate any changes as we move through this process.
- We will provide email updates and we will also post them on our Website and you may always call for clarification or further information.

If we determine that a telephone or virtual appointment is best for you or us depending on the situation and timing, we will provide instructions on how to prepare for the appointment.

We are excited to re-open in person but need to take the necessary steps to keep everyone safe and healthy. We appreciate your business and your adherence to these rules.

Very truly yours,

ILKHANOFF & SILVERSTEIN, PC

*Bernard Ilkhanoff*

Bernard Ilkhanoff, Esquire

*Paula S. Silverstein*

Paula S. Silverstein, Esquire

### **Health & Safety Measures Enforced**

- Social Distancing;
- Sanitizing between clients' appointments;
- Contactless payments;
- Hand sanitizer provided;
- Sanitizing when walking into the office and wearing a mask upon entry is required;
- Our offices will be cleaned and sanitized regularly;
- If you have travelled out of the country or out of state within the 14 days of your scheduled appointment with us, or are experiencing symptoms of illness, we will ask that you arrange to speak with us by telephone or virtually.