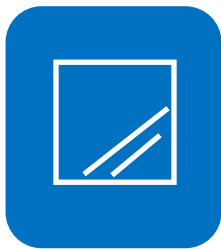


COVID-19 Preparedness and Response Plan

As we move forward to resume operations, we want to assure you that we are following safety precautions and have formulated a response plan in compliance with the orders issued by [MDHHS](#) and [MIOSHA](#). We value the health and well-being of every member of the West Michigan Community and are following a plan that includes strict protocols regarding travel, teleworking and proper health and sanitation procedures.

We are following all guidelines and recommendations from the [Centers for Disease Control](#) and [State of Michigan](#). A complete copy of our response plan is available to clients and vendors upon request.



Plexiglass shields installed in reception areas.



Increased cleaning procedures throughout our facilities.



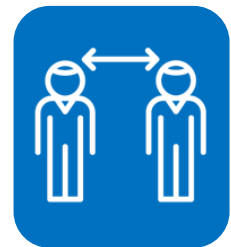
Team members provided masks for daily use.



Eliminated large events and encourage remote work.



Sanitation supplies provided in all common work areas.



Social distance guidelines of 6 feet or more.



Daily health screen assessment completed on all team members.

Visitor Guidelines

During this time our temporary office hours are Monday through Friday from 9:00 AM to 4:00 PM. We ask that you schedule any in-person appointments ahead of time with your attorney or legal secretary. In the event that you need to visit our offices, we ask that you follow the guidelines outlined below.

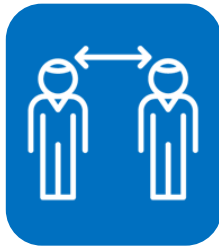
Thank you for your continued diligence and understanding as we continue to ensure compliance and seek to protect the safety of all of our clients, guest, and team members during the COVID-19 pandemic.



Visitors are required to wear a face mask. If needed, face masks are available at the front desk.



Visitors are required to complete a health screen and temperature check upon arrival.



Social distance guidelines of 6 feet or more.



Sanitation supplies are provided throughout the office for visitor use.



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