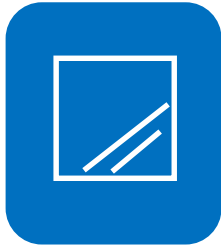


COVID-19 Response and Preparedness Plan

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.



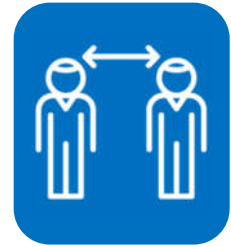
Team Members are required to wear masks in the workplace, unless an exemption applies.



Daily health screen assessment completed on all team members.



Sanitation supplies provided in all common work areas.



Social distance guidelines of 6 feet or more.



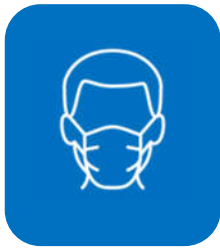
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Visitor Guidelines

We ask that you schedule any in-person appointments ahead of time with your attorney or legal secretary. If you have recently traveled out of the country, have a family member who has tested positive for COVID-19, or you are not feeling well, please contact us to discuss alternative options to facilitate your appointment or reschedule your appointment as necessary.

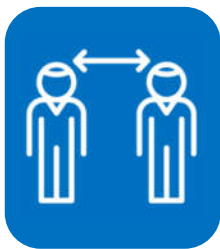
In the event you visit our offices, we ask that you follow the guidelines outlined below. Thank you for your continued diligence and understanding as we continue to ensure compliance and seek to protect the safety of all of our clients, guest, and team members during the COVID-19 pandemic.



Visitors are required to wear a face mask, unless an exemption applies.



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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