

---

To our clients and friends:

We appreciate the trust you put in us. Reid and Riege wants to assure you that we are taking the steps necessary to ensure that we continue to provide the quality legal services to which you are accustomed during this unprecedented health crisis.

Reid and Riege offices remain open at this time, although we have put in place a voluntary work-from-home policy. We continue to monitor and evaluate the fluid COVID-19 situation, making decisions day by day. Should it become necessary for the entire office to close, Reid and Riege is well-equipped to continue our operations remotely via telephone and email as though we are in the office. We would continue to work with the same diligence as when we are in our offices to provide you with uninterrupted support. Should this occur, we will contact you as quickly as possible.

The health and well-being of our staff, clients and friends are our most important concerns. In an effort to protect our staff and visitors we have restricted out-of-state travel, restricted return to work after travel and asked staff who are not feeling well to stay home. We are ensuring that our workplace remains clean and have increased the frequency of cleaning and sanitizing office spaces. We are encouraging safe hygiene, including: no handshaking or hugs; frequent and extended hand washing; avoiding the sharing of office items like pens, pads and staplers; cleaning work stations; and limiting close contact and large meetings or gatherings.

We ask that you change any in-person meetings that you may have scheduled with us to a later date or to a phone call if any of the following conditions apply to you: you are sick (whether or not from COVID-19) or under quarantine; you have been exposed to someone within the past two weeks who may have contracted COVID-19; you have traveled out-of-state or have been in contact with anyone that has traveled out-of-state within the past two weeks; or you are at a higher risk of illness from COVID-19.

Our attorneys are monitoring the legal implications for clients in responding to COVID-19 and are responding regularly to client questions and concerns.

Should you have any questions, please contact the Reid and Riege attorney with whom you usually work or email us at [info@rrlawpc.com](mailto:info@rrlawpc.com).

Please stay safe and healthy.

---

**Hartford**

**New Haven**

**West Hartford**

**(860) 278-1150**

**[www.rrlawpc.com](http://www.rrlawpc.com)**

**Reid and Riege, P.C.**