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# Safety First: Drake Loeb PLLCs Commitment to Clients and Guests

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As Onsite Work Increases, Learn What Drake Loeb PLLC is Doing to Keep You Safe

## Summer 2020

To Our Valued Clients and Community,

Drake Loeb PLLC remains fully operational and continues to serve the needs of our clients, as it has since the beginning of this unprecedented challenge called COVID-19.

As our onsite work increases each week, we want to assure our clients and larger community coming into the firm to do business with us that they will be met with a "Safety First" approach. We have implemented smart policies that focus on the safety of our attorneys, staff, clients, and guests, including strict screening protocols for all persons entering our firm and the wearing of properly fitted face masks at all times.

For our attorneys and staff, each person must go through a daily screening process, including a temperature check, before being admitted onsite. We have added equipment and reassigned offices and workspaces to ensure low density and social distancing while we work within the firm.

For our clients and guests coming into the firm for a meeting or transaction, you will be met at reception by an attorney or staff member of Drake Loeb PLLC. Once they have confirmed you are wearing a properly fitted face mask, they will have you complete and sign a screening form and administer a temperature check; if all is in order, they will initial the form and admit you into our public conference room area.

Your meeting or transaction will be held in a designated conference room that receives daily cleaning, both at night and after each transaction is completed. Our conference rooms have been prepared according to strictly observed maximum capacities to ensure proper ventilation and social distancing, so you can feel comfortable throughout your visit with us. Of course, we have a variety of remote meeting capabilities and options that we can offer clients who would prefer not to come into the firm at this time. Simply let us know your concerns, and we will devise a way to deliver the services you need in a way that alleviates those concerns.

As New York continues to reopen over the upcoming weeks and months, we commit that we will continue to review our many safety protocols and procedures to be sure that we keep "Safety First."

Finally, all of us here at Drake Loeb PLLC would like to extend our thanks to our clients, associates, colleagues, and vendors. The patience and cooperation you have shown us throughout this pandemic has allowed us to continue to provide the quality legal work we are known for in a timely and consistent basis. We make a great team.

Please stay well, and we hope to see you soon.