

**NOTICE TO CLIENTS AND GUESTS OF
RODGERS, MILLER & RODRIGUEZ, P.C.**

Dear Valued Clients, Guests and Friends:

Our goal as a law firm is to provide quality legal services to our clients, and to do so in a way that recognizes and minimizes the health risks to our clients, our staff and visitors to the office. Accordingly, we are asking that you adhere to the following protocols.

1. It is our intent to try to keep our office open during normal business hours. We ask that before anyone enters the front door of the office, he/she step into the restroom and wash his/her hands with soap for at least 20 seconds per CDC guidelines. If you notice a shortage of soap or paper towels in the restroom, please report that to us. Upon entering the reception area, hand sanitizer will be made available for your use.
2. We intend for all clients and visitors to the office to only be present in the reception area, and in one or both conference rooms. We ask that you not go into any of the lawyers' offices or staff workspaces.
3. For Clients, we intend to try to handle as much business as possible by phone, email or text. While "in-person" consultations with clients will be necessary from time to time, we owe it to you to first attempt to handle your legal work in a way that allows you to meet the social distancing guidelines recommended by health authorities.
4. We ask that Clients and Visitors not come to the office unless you are asked to come to the office, or unless you are scheduled to come to the office for a meeting, deposition, etc. When you are at our office, you will notice that to the extent possible we will be practicing social distancing. Until further notice, we have a policy that we will not be shaking hands, hugging or touching anyone.
5. If you visit our office, we ask that you bring your own supplies such as water bottles, tissues, pens, etc. This will greatly reduce the number of items that are being touched by and distributed to multiple people.

Thank you for your patience and understanding.