



July 24, 2020

BY ELECTRONIC MAIL

All – I hope all is well.

The MC has been carefully monitoring the COVID situation and after discussion and analysis, we have decided that, effective July 27th, we will return to Phase 1 of our reopening. This means that, except as provided below, we will return to a **voluntary come to work policy**. This policy will be in place until further notice.

We will have a reduced staff coming in on a rotating basis to handle essential services – mail, IT, deposits, phone, etc. Cathy will be reaching out to Jason, Dante, Jerome, Casey, Ulrike, Erica and the legal assistants about the schedule.

Importantly, when working from home, you will be required to maintain 9 am – 5 pm work hours. This means you will be required to be working at your computer and available by phone (except for your normal lunch and breaks). We are very busy and it is critical that we provide uninterrupted service to our clients. If you are away from your computer for an extended time, are in depositions, in a mediation, etc., please use your out of office assistant so that everyone knows your work schedule. Also, please communicate with your team members about your schedule and provide them the best number to reach you on.

We will have some additional guidance on client meetings and the use of conference rooms. However, all such meetings must be approved by the MC.

This decision was made in order to protect the health, safety and welfare of our team members and their families. However, it is critical that people follow CDC and CPDHE guidelines when you are in the community. This is the only way to stop the spread of the virus.

If anyone has any questions, please let me or Cathy know.

Thanks and be safe.

Giovanni M. Ruscitti, Managing Partner

Attorneys At Law

