

## **GUIDELINE FOR REOPENING RIZIK & RIZIK**

On the date we are putting together these guidelines, the shelter in place order contained in Executive Order 2020-70 from Governor Gretchen Whitmer will expire May 28, 2020, and under the State's Emergency Management Act, she has declared the state of emergency extended to May 28, 2020. She has also declared a 6 phased reopening plan.

It appears with each passing week that the family life and businesses are reopening and moving towards normalcy gradually and prudently. Here are guidelines to assist us and our clients in this process. We believe that these guidelines should remain in effect at Rizik & Rizik until the State has reopened completely, although this may change depending on evolving circumstances.

The reason for these is to protect us, our families and clients. It will assure everyone of our desire to act responsibly. We think these guidelines balance personal freedom, legal rights and medical standards of care.

1. Limited, pre-approved, in-person meetings with clients and others. The USPS, Fed-Ex, UPS and others are excepted.
2. The front and back doors will remain locked as a matter of course, until further notice.
3. When clients or vendors are in the office, they must wear masks.
4. There is a bottle of hand sanitizer on the front counter. Please encourage clients and vendors to use hand sanitizer when they enter the office.
5. Social distancing (6' apart) as much as possible.
6. Schedule as many meetings with clients, attorneys and others by phone or Zoom until further notice. This is not meant to prevent all in-person meetings, because sometimes they are necessary, such as to sign and notarize documents, sign answers to discovery requests,, although Executive Order 2020-41, signatures can be notarized by recording them on

Zoom.

7. After meeting clients or vendors, if we have shaken anyone's hands, we should wash with soap or use the hand sanitizer.
8. If you or anyone close to you, such as a relative or friend with whom you have had recent contact, develops COVID-19, let George and Mike know. This may require quarantining or another distancing regime pursuant to standard medical procedures.
9. If at any time anyone feels that anyone else should not be in the office because of suspected COVID-19, let George and Mike know so we can investigate and make appropriate accommodations. This may include A) no action to B) everything from asking people to have their temperatures taken to testing.

Thanks. George and Mike Rizik