

# baxter | borowicz

ATTORNEYS AT LAW

Louis M. Borowicz, Esq.  
Erik Brunckhorst, Esq.

---

## CORONAVIRUS (COVID-19) UPDATE

I truly hope this message finds you well. Unfortunately, we are all dealing with various restrictions and inconveniences due to the recent public health emergency, but I want to assure you that Baxter & Borowicz is open for business, and our team is here to help you through these trying times.

To help ensure your safety, we are taking the following precautionary measures:

Because a large segment of our client base is medically fragile, we have instituted a temporary halt to all in-person meetings.

We are conducting our work via telephone, Email, fax and ordinary mail. We are also in the process of implementing virtual meeting capabilities as well, and we are creating a method for signing estate planning documents remotely in order to minimize the risk to our clients and to our employees, and to continue to provide for our client's planning needs

All of our employees have been instructed to closely follow the recommendations of the Centers for Disease Control (CDC) for protecting themselves and others. These recommendations include but not limited to frequent and thorough hand washing, knowing the signs and symptoms of COVID-19, and more. Learn more about preventing coronavirus disease on the CDC website.

We are receiving and monitoring updates from the Centers for Disease Control (CDC) as well as local and federal health officials as they are made available and will make any prudent adjustments accordingly.

I would like to assure you that our team is committed to your personal safety, and we will continue to ensure we support our clients during this time.

We thank you for allowing us to serve you and, again, encourage you to contact us with any concerns or questions you may have.

In Good Health,

Louis M. Borowicz, Esq.