

# COVID-19 MESSAGE

Dear Clients, Employees, and Friends,

As the coronavirus (COVID-19) continues to spread, Crain Caton & James wants to assure you that the health and safety of our clients, employees, and friends are of utmost importance to us. We are constantly reviewing and following the CDC guidelines applicable to our industry, so we can protect all those with whom we come into contact.

To our clients:

Currently, our offices remain open. If circumstances and trends escalate with the spread of the virus, firm management has empowered all attorneys and staff with the technology needed to work remotely. Our remote working infrastructure is robust. Clients who choose to avoid face- to-face meetings can conduct meetings using videoconferencing or telephone. Our dedicated and knowledgeable staff will make sure these arrangements are made for you. Our phones are on, our email is working, and, if necessary, our conference rooms and in-office resources are available. For many of you, it is unlikely that you will notice any difference in the manner in which we deliver our legal services to you. In all other cases, we are taking all the steps necessary to ensure that your legal matter will progress as if we are in our offices.

To our attorneys and employees:

Your safety and health are essential. Many of you care for aging parents and children and it is necessary that you stay healthy for that reason alone. It's times like these that show who we truly are. We know that now, as in the past, our camaraderie, compassion, and care for each other will provide the foundation for the strength to endure this current crisis. Together, we can fulfill our responsibilities to our clients and each other.

Our firm has been in existence for over 100 years. We have survived much during that time and know that this too will pass. Stay well and please know we are available, listening, and ready to help.