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VIA ELECTRONIC MAIL ONLY

Clients of Z Family Law, LLC

Re: COVID-19 Preparation

Dear Clients,

Our team, like the world community, continues to closely monitor the emergence of the SARS-CoV-2 virus and the disease it causes, namely “coronavirus disease 2019” (also known as COVID-19). At this time, the outbreak has made its way into Montgomery County and the District of Columbia and this, combined with world-wide reaction, has the potential to cause disruption to our daily lives. Given this reality, we have determined it to be in the best interests of both you, the clients that we serve, as well as our team to formulate a safety plan. We want to protect the health of you, your families, our team, and our team’s families, as well as to ensure the continuity of business operations in the face of this pandemic. As such, we have implemented several new policies and procedures, which follow recommendations from the U.S. Centers for Disease Control and Prevention (CDC).

We have reinforced our sanitization safety procedures in our office, and we are sanitizing high-traffic and high-touch public areas at an increased frequency. We have placed hand-sanitizer throughout the office for use by our clients and our team. We are abstaining from handshakes and practicing correct hand-sanitizing procedures. We encourage all of you to do so as well.

Our team members are prohibited from reporting to work with a fever and/or respiratory illness that can be transmitted to others and we are asking that all clients, potential clients, or other visitors with a fever and/or respiratory illness abstain from coming to the office. We encourage all clients and potential clients to take advantage of other methods of communication with our office in lieu of in-person appearances and to practice social distancing.

Thankfully, much of what we do can be done virtually via e-mail, by telephone, or even videoconferencing! This means that no matter what comes our way vis-à-vis COVID-19, our team will not stop serving the needs of our client’s cases. We recognize that, in the event of school closings, daycare closings, quarantine, inability to work, illness, etc., you may have a special need to talk to your attorney to navigate this situation—technology ensures that we will be able to be available to you. To schedule a

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telephone or videoconferencing appointment, simply e-mail your attorney and copy their legal assistant and we will work with you to schedule that appointment.

Inna Loring, Esquire—inna@zfamilylaw.com
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Christy A. Zlatkus, Esquire—christy@zfamilylaw.com
Megan Parlette (Christy's Legal Assistant)—megan@zfamilylaw.com

If you are struggling with the logistical or emotional aspects of how to handle the impact of COVID-19 on your family law matter, but you do not need legal advice, our divorce coach is happy to help! Just e-mail her to schedule an appointment.

Dr. Elizabeth DuBois—elizabeth@zfamilylaw.com

If you currently have an appointment scheduled with our office, you will be offered the opportunity to conduct the same virtually or telephonically.

If you need to forward/drop-off to our office documentation for your matter, we ask that you scan and e-mail and/or fax the same to our office when possible.

If you have an upcoming mediation, conference, or court appearance we will keep you advised as to any rescheduling or cancellations. At this time, we have not been informed of any court closures, however, if the same occurs you will be notified via e-mail. In the meantime, we ask that you immediately notify our office if you or a member of your immediate family is ill or suffering from a respiratory illness so that we may, together, formulate a plan of action taking into consideration your particular needs and circumstances.

We thank you in advance for your patience and cooperation over the next several weeks.

Sincerely,



Christy A. Zlatkus