



Modern Legal Service

*March 12, 2020*

**For General Release**

**RE: Coronavirus (COVID-19) Response; Adoption of CDC Preventive Practices and On-Site Risk Management**

Good Afternoon -

In response to the ongoing State of Emergency declared in response to the COVID-19 coronavirus outbreak, Capital City Law is expanding its ongoing preventive practices. These measures are to ensure our continued ability to serve clients without compromising the health of our employees, their families, and the people that we serve and interact with daily. Effective immediately, and expanding on actions taken last week, we have:

- Implemented CDC Recommendations on Preventing the Spread COVID-19 at our Raleigh, Greensboro, and Wake Forest offices.  
See <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>
- Trained staff on these recommendations and provided daily reminders.
- Restricted site access to minimize potential exposure.
- Implemented disinfection protocols for common areas that are implemented before and after each client meeting or closing.
- Made available sanitizing material for all visitors to our office locations.

Currently, we do not anticipate a disruption in ongoing client work and activities including real estate closings. If the impact and prevalence of COVID-19 continues to increase, we may take additional preventive measures in the form of employee teleworking and suspension of our mobile closing services. Our office will provide an additional announcement if this becomes necessary.

As always, we are happy to discuss this response and any questions you may have!

Sincerely,

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