O'MEARA LEER WAGNER KOHL Attorneys at Law P.A.

March 16, 2020

To Our Valued Clients, Colleagues and Friends:

The swift progression of the COVID-19 Global Pandemic has been unprecedented, and it continues to spread throughout our community, including where we live and work. We want you to know that our attorneys and staff are continuing normal operations, and we are working to minimize any service disruptions while following recommended strategies for the health and safety of our employees. We are also responding to client inquiries on the legal implications of COVID-19 disruptions to their personal lives and business operations, from addressing new potential liabilities to how to logistically navigate the swift changes dictated by local, state and federal governments, and related issues.

OLWK is grounded on three basic concepts: **Relationships** – **Reliability** – **Results.**[®] We are communicating with you, the ones with whom we have **Relationships**, to advise you of our efforts to maintain the health and safety of our employees and to maximize our business continuity in these unsettled times. These efforts help sustain our **Reliability**, so we can continue to provide the excellent services you depend upon, that is, to provide **Results**. In response to recent global events:

- At times, attorneys and staff may work remotely, but remain available to respond to communications as if working onsite. If you cannot reach your contact, OLWK has established internal emergency response and communication protocols. Please call (952) 831-6544 or email info@OLWKlaw.com, both of which are monitored 24 hours a day.
- We are monitoring and will comply with all case management limitations imposed by the courts. Please direct any inquiries about your matter to the responsible attorney.
- Firm leadership continues to monitor and implement recommended workplace mitigation strategies from the Centers for Disease Control and Prevention, the Minnesota Department of Health, and World Health Organization to ensure the health and safety of our employees, clients and colleagues, including the elimination of non-essential travel.
- We maintain, test and support a robust IT infrastructure for the secure protection of all firm data and so that our business management software continues uninterrupted.

Our office remains open and we continue to Guide Our Clients to Effective Decisions.[®] I encourage anyone with questions about our COVID-19 response efforts or Business Continuity Plan to contact me directly at (952) 806-0457 or MMSkram@OLWKlaw.com

Sincerely,

Michael M. Skram Managing Shareholder

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