

## NEWS & INSIGHTS

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### LIGHTFOOT'S COVID-19 RESPONSE

March 18, 2020

At this unprecedented and uncertain time, we would like to extend our best wishes and support to all Lightfoot clients and friends. We know this is a difficult situation and are thinking of you as we, ourselves, adapt to swiftly evolving circumstances.

As a firm, we have enacted a business contingency plan to ensure there is no disruption in legal services. The measures we have put in place provide for the continuity of business, as well as access to our attorneys and personnel. They also address the health and safety concerns of everyone at the firm.

We are closely monitoring the recommendations of the U.S. Centers for Disease Control (CDC), the World Health Organization, as well as our state and local authorities. The firm is taking proactive measures to implement best practices to promote public health.

Effective Thursday, March 19, 2020, all attorneys and staff have been asked to work remotely. We have rescheduled all in-person events and gatherings hosted by the firm for the foreseeable future and have asked our lawyers to refrain from all international travel and any non-essential domestic trips. We, however, have the technology and tools in place to ensure continued, smooth operations of the firm and to meet our clients' needs.

We have the technological bandwidth and capabilities to communicate with and effectively serve our clients electronically and by phone, as well as through video conferencing. All of our internal systems and files can be accessed from a private network offering the same security measures as within our office, allowing us to retrieve our client materials remotely and securely at any time.

Lightfoot is committed to providing high-quality service to our clients while maintaining a healthy, safe work environment. We will continue to offer the Lightfoot level of assistance and attention to which you are accustomed, while protecting our employees and their families throughout this period of uncertainty.

We will continue to monitor the situation as it unfolds and will make further updates here. In the meantime, please do not hesitate to reach out to me or **Edgar Harper**, Chief Operating Officer, at [eharper@lightfootlaw.com](mailto:eharper@lightfootlaw.com) or 205-581-0767 with any questions or concerns.

**Melody Eagan**



Managing Partner  
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