

# Parker & O'Grady

ATTORNEYS AT LAW

In light of public health concerns raised by coronavirus (COVID-19), Parker & O'Grady has implemented various measures to keep you, and our staff, safe during these trying times.

Our office is open Monday through Friday, from 9:00 a.m. to 5:00 p.m., however, clients are only allowed into the office by appointment. If you need to drop something off, feel free to leave it in the designated box in our vestibule area, and call the office at 413-527-8660 to let us know that you have left something to be picked up.

Parker & O'Grady has the technology to hold virtual meetings using the "Zoom" app, should you wish to have a virtual as opposed to an in-person appointment. We are also authorized to perform remote notarizations so long as the State of Emergency remains in effect in Massachusetts, so your estate plans or real estate transactions can be completed without the need to leave the safety of your home. Please let us know if you would prefer this option for your future appointment(s).

We are asking that all clients who have an in-person appointment follow the below protocols:

- Please wear a face mask, which covers your mouth and nose, to your appointment. Should you not have a mask available, we have a limited supply on the front counter when you enter our office.
- Please use hand sanitizer, which is available on the front counter, when you enter the office.
- If you have any symptoms related to COVID-19, please contact our office to reschedule your appointment.
- When you arrive for your appointment, please knock on the door so that someone can let you in.

In order to protect our clients, Parker & O'Grady has also implemented the following measures:

- Staff are wearing masks for any in-person meetings with Clients.
- Staff are sanitizing and cleaning all commonly touched surfaces in the office upon opening and closing the office, following any client meetings, and periodically throughout the day.

If you have any concerns regarding your in-person appointment, please contact our office in advance, and we will be happy to work with you.

Please let us know how we can best assist you during these unprecedented times, and we will do everything that we can to accommodate you.