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## MEMO TO CLIENTS

DATE: March 22, 2020  
FROM: David Barry  
RE: Meetings and COVID-19

Barry Law considers our clients to be part of our family. We value your safety and would not want to do anything to jeopardize your health. For the past two weeks, when possible we have self-quarantined and worked to create the safest office environment for our clients. In addition, we have established appropriate procedures to respond to the rapidly changing environment.

Barry Law is offering virtual meetings over the internet. GoToMeetings.com provides a secure platform for video conferencing and document share. We have tested GoToMeeting.com and believe it is an effective alternative to face-to-face meetings.

Unfortunately, for your estate planning documents to be legally enforceable, we are required to witness and notarize your signing. This means we need one in-person meeting to finalize your estate plan.

Usually we review all documents with clients during the meeting in which papers are signed. To minimize exposure, we propose conducting the document review through video conferencing. Once we agree the plan meets your expectations, we will invite you to our offices to execute the documents. We can execute the documents in less than 15 minutes. Our office will retain all original documents until the pandemic quarantine is lifted. In the interim, we will provide you with digital copies through a secure client portal. Digital copies have the same legal effect as the originals.

Our office practices the following recommended procedures for all in-office meetings:

- Regularly cleaning all high-touch surfaces throughout our office
- Hand Sanitizer
- Washing hands with soap and water before client meetings
- No physical contact with clients (i.e. no hand shaking)
- Appropriate social distancing (six feet)

On March 22, 2020, Johnson County, along with the surrounding counties have implemented the attached Emergency Order of the Local Health Officer which directs individuals to stay at home and to only leave their residence for Essential Activities.

If you are at high risk of severe illness from COVID-19 or sick we urge you to comply with the Emergency Order of the Local Health Officer and stay home.

If you have any questions or concerns, please contact me directly at 913-336-1600 or 913-268-4882.