

COVID-19 POLICIES FOR IN-PERSON MEETINGS AT RINCKER LAW, PLLC

We at Rincker Law are setting up in-person meetings at the Champaign, Shelbyville, and New York office on a limited basis. We are still conducting virtual meetings and consults via Zoom, GoToMeeting and Skype, if possible.

In light of the ongoing COVID-19 pandemic, we have the following policies in place at Rincker Law for your safety and for the safety of our staff:

- **Facemasks.** Please plan on wearing a facemask into the office. This may be removed only if social distancing can take place in the meeting room. A facemask is required in the Champaign and New York office in common areas including the reception area, breakroom and restrooms. Rincker Law, PLLC will have facemasks available upon request.
- **Sanitizer.** Rincker Law, PLLC will aim to have sanitizer available; however, we suggest that you also bring sanitizer for your individual use in case.
- **Beverages.** We will be offering beverages including coffee, water, soda, and tea. For the Champaign office, we ask that you please put your own cups in the dishwasher. Disposable cups are used in the Shelbyville and New York offices.

COVID-19 Symptoms. We ask that you please let us know if you have been in direct contact with anyone who tested positive with COVID-19 or have any of the COVID-19 symptoms including but not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting

If you have any of these symptoms, please email **Jill** at jill@rinckerlaw.com or call (217) 531-2179 for the Champaign or New York Offices or please email **Becky** at becky@rinckerlaw.com or call (217) 774-1373 for the Shelbyville Office to reschedule your appointment or schedule your appointment via teleconference using Zoom or GoToMeeting. We will send you instructions on how to use this technology and will do a practice with the technology, if needed.

We will not be taking your temperature as you enter the office but we ask that you be honest with any COVID-19 symptoms or possible exposure to COVID-19 so we can all err on the side of caution. Similarly, if Cari Rincker or any member of Rincker Law, PLLC has tested positive for COVID-19 or is experiencing COVID-19 symptoms then we may schedule a virtual meeting via video/teleconference.