

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. 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. Please know that we follow both the CDC and our building guidelines:

- **Facemasks.** The recommendation regarding facemasks remains fluid. If you are fully vaccinated, you will not need to wear a mask during our meeting; however, please plan on wearing a facemask in the common areas of our building. If you are unvaccinated, please be sure to wear your mask. It may be removed if we meet in an area that allows for six feet of distance between parties. Our building continues to abide by the guidelines of the State Department of Health and the Centers For Disease Control (CDC). 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 via email if you are experiencing any symptoms of COVID-19 such as:

- 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 Cari at cari@rinckerlaw.com 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.

(Rev. 6/13/2022)