

## MEMORANDUM

**To** Clients and Friends  
**From** Sherrard Kuzz LLP  
**Date** March 13, 2020  
**Re** COVID-19 Preparedness

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Dear Clients and Friends,

The health and welfare of our team, our clients and our communities is our highest priority and foremost in our thoughts as we actively monitor and address the COVID-19 pandemic.

We want to assure you we have business continuity plans and protocols in place to allow us to operate with as little disruption as possible.

In summary:

- We can and do operate on your behalf from any location so that we are fully responsive to your legal and business needs.
- We have sufficient, robust and tested technology and protocols to support all of our capabilities.
- Client meetings and events are being limited, moved to teleconferencing or rescheduled, as appropriate.
- We have limited business travel and are monitoring personal travel to identify risks.
- We have implemented and are regularly updating policies for our team to minimize risk and address their concerns.
- Our landlord, Cadillac Fairview, has implemented enhanced cleaning and disinfecting protocols in our offices; as well, we have additional cleaning and disinfecting services ready should they be required.

**As is the Sherrard Kuzz LLP hallmark, we are committed to maintaining the highest level of client service, including rapid response to your critical legal and business needs emerging from COVID-19.**

We hope you and your loved ones remain safe and healthy.

Your Sherrard Kuzz LLP team.