MEETINGS DURING COVID-19

GRAMS & CHRISTOFFERSEN, S.C.
ESTATE & BUSINESS ATTORNEYS

Updated 7/13/2020

Our team strives to provide the highest level of service to our clients while protecting the health and safety of our clients and staff. We ask that you consider a Remote Meeting Solution if able. Remote meetings are held via phone or video conference.

For our guests joining us in the office:

1. All meetings will be held with limited staff contact and zero physical contact.
2. Clients will be able to sit comfortably at least 6 feet apart from their attorney (conference room configurations have been updated to allow for social distancing.)
3. Face masks/coverings are **required** for all clients entering our building, who are able to wear a mask, per Emergency Order #8.
4. Our attorneys and staff will be wearing face coverings in compliance with Emergency Order #8.
5. We will provide single use pens for all signature purposes.
6. All documents will be laid out for contact by the client only.
7. Hand sanitizer is available to guests throughout our office.
8. Meeting spaces will be sanitized before and after each use.
9. The doors to our stairwell will be propped open to limit hard surface contact.
10. Hard surfaces within our elevator will be sanitized after each use.
11. Our professional cleaning service will continue to clean and sanitize our entire office.
12. Our staff is performing temperature checks daily and staff will stay home if they are exhibiting any COVID related symptoms.
13. We will reschedule in-person appointments for any client who is exhibiting any COVID related symptoms.

If you have a question or concern, please do not hesitate to contact us.
To learn more or to book your next meeting, please contact our offices at 608-662-0440 or info@dfgrams.com