

## **COVID-19 Policy**

June 2, 2020

Crosby & Westbrook LLC is continuing operations during the “Stay Safe MN” order. We are accepting new clients while continuing to service our existing clients.

### **Meetings:**

Due to COVID-19 and the governmental orders and guidelines we are holding the majority of our meetings via phone or video conference.

Exceptions will be made for meetings that must be held in-person, including meetings for our clients to sign estate planning documents.

### **Signings:**

Because estate planning documents generally need to be signed during in-person meetings, we are holding meetings at our office for our clients to sign their estate planning documents. We are making the following special arrangements for these meetings:

1. All meetings will be held by scheduled appointment. Please do not arrive more than 5 minutes prior to your scheduled appointment.
2. Prior to your appointment, we will provide you proposed final drafts of your estate planning documents. Please let us know if you have any questions or changes prior to coming in for your meeting.
3. Please bring photo identification to your meeting.
4. We will make arrangements to maintain distancing during your visit.
5. We will have the signature copies of your documents ready for you. The appointment is only for you to sign your documents. We will not be able to make changes to the documents during your appointment.
6. If there are any other matters for us to discuss after you sign your documents, we can discuss them after your appointment by phone or email.
7. Please let us know if you have any special health concerns, so that we may take additional precautions to ensure your health and safety.