

## **Brown & Carlson's Response to COVID-19**

The safety and well-being of our employees, clients, and community is of utmost importance to us. In these uncertain times, open communication is vitally important, and we are reaching out to advise you of the steps we are taking to continue to serve your legal needs, while protecting the health of our employees and community amid the outbreak of COVID-19. Our firm leadership is closely monitoring the situation as it develops; the policies and procedures below are evolving, based on the [Interim Guide for Business](#) from the Centers for Disease Control and Prevention (CDC). Brown & Carlson is also monitoring the Minnesota Office of Administrative Hearings (OAH) scheduling changes. The changes can be monitored at: <https://mn.gov/oah/about-us/covid-19.jsp>.

Beginning today, March 17, 2020, all attorneys and the staff that support them at Brown & Carlson will be working remotely to the extent possible. You should not experience disruption to our ability to serve your legal and business needs. Our team will be fully accessible by phone or email, and will continue to have secure access to all the documents and resources necessary to provide the same service you always expect from Brown & Carlson.

To protect our employees, we have imposed restrictions on business travel and gatherings, and eliminated all non-essential in-person meetings in our office. By implementing this "social distancing" policy, in conjunction with heightened sanitizing procedures within the office following the guidance by the CDC and other authorities, we hope to mitigate the risk of infection and the spread of COVID-19.

Anticipating new issues will arise as a result of the pandemic that will create unique legal challenges, please call any of our attorneys with any questions or concerns you may have. We know that this is a stressful time for businesses and individuals across the globe, and there is no doubt that the days ahead will continue to bring challenges, but we believe that one of the defining elements of our firm culture is that we look out for each other, and our community as a whole. Together, we will navigate these new challenges, with the hope that the global community will soon recover.

Thank you.

Douglas J. Brown  
Managing Senior Partner  
Brown & Carlson, P.A.