

POLUNSKY BEITEL GREEN

ATTORNEYS AT LAW

To: Clients and Friends of the Firm

From: Polunsky Beitel Green, LLP

Date: March 16, 2020

As COVID-19 cases continue to increase and the public response and precautions become more pronounced, we wanted to take a moment to reassure you regarding the services our firm provides for you and our other clients. For many years, we have had technology and processes and procedures in place to allow most of our team members to work from home to better respond to our clients' needs, subject to any client restrictions on the practice. Accordingly, we have a well-tested model, where virtually all personnel have previously worked remotely on telephone and computer systems that have been fully deployed and tested for some time. This pre-existing workflow has been part of our business continuity plan for several years and will, in our view, ensure the uninterrupted delivery of our services if our team members are required, or otherwise choose for health and safety reasons, to work from home.

Accordingly, we do not anticipate any service level disruption as a result of the restrictions that may be imposed in response to the corona virus. At the present time, in addition to our team members that are working from home, we have a number of people that continue to work from our physical offices, since we are able to do so at what we believe to be a safe distance. If, at some point, we determine it is prudent to reduce significantly the staff working in our physical offices, those employees are also already set up to work remotely from home and it will be a seamless transition for them to do so.

Like you, we continue to monitor the situation and will make necessary adjustments as circumstances warrant. We are confident in America's ability to come together and combat the health risks posed by this virus and look forward to working with you and your team members in continuing our business partnership during this unprecedented time. If you have any questions regarding our firm's ongoing plan for response to COVID-19, please contact Allan Polunsky, Jay Beitel or Marty Green.