

To our valued clients,

Elder Law Center is working hard to address the issue of the COVID 19 virus, as well as the seasonal flu and other illness. Your health and safety is of utmost importance to us. We have established safety protocols to help reduce the spread of illnesses. We are asking clients if they are feeling sick to please call our office to reschedule their appointment. If a client comes to the office with a cough or appearing sick, we will encourage them to reschedule their appointment until they are feeling well.

We are implementing extensive sanitation of all client areas; in addition, our staff is increasing already rigorous routine handwashing and sanitizing in both the front and back office. We are encouraging our clients to provide us with your email addresses to complete office intake forms at home prior to your appointment.

We are planning to keep our normal office hours (Monday-Thursday 8am-5pm, Friday 8am-12pm), but may occasionally closed based on changing circumstances.

Please call our office before you come to drop off any documents or payments. Our office number is 951-684-5608.

As medical and government circumstances develop, we will inform you of any changes we deem necessary to make.

Finally, as encouraged by all medical providers and the CDC, please continue to practice the following:

- Avoid close contact with people who are sick.
- Avoid touching eyes, nose and mouth.
- Stay home when feeling unwell.
- Wash hands often and thoroughly for 20 seconds cleaning all parts of hands, wrists, fingers and nails.

We wish all of you good health and will continue to make decisions with your safety and healthy in mind.

**For appointments or rescheduling please call :951-684-5608
or email; Jackie@elderlawcenter.net**