



Law Office of
Charles Kyle Kenyon

**Covid 19 Plan for
Reopening**

18 March 2022

1. In-person meetings in this office are by appointment only.
2. Only one meeting per morning and afternoon (i.e. 2 per day). This is to allow surfaces to be sanitized between meetings.
3. Other than client, only one support person can be in meeting. Because of client confidentiality concerns, anyone other than the client and attorney being present should be the exception.
4. I am available for consultation with clients and potential clients in person, by telephone and with advance setup, via Zoom or Microsoft Teams video meeting.
5. Any calls made to this office are automatically forwarded to Attorney Kenyon's cell phone and answered by an answering service when he is not available.
6. No masking is required of fully vaccinated people. Attorney Kenyon is fully vaccinated and boosted (and has recovered from Covid). I will wear a mask at the request of anyone in a meeting.

During these trying times, keep safe and stay calm.

Sincerely,

Charles Kyle Kenyon
Attorney at Law

CKK:me