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Dear Clients, Colleagues and Friends,

Ackerman & Falcon is closely monitoring guidelines from the CDC and WHO to ensure the safety of all visitors to our office during the COVID-19 pandemic.

We have implemented the following procedures:

- Cleaning and disinfecting the office between client meetings in addition to daily cleaning.
- Providing flexible telework opportunities for our staff as needs develop.
- Providing hand sanitizer for everyone in public areas of the office.
- Reducing in-person meetings when possible.

In the interest of our community, we ask that anyone who has contracted or may have been exposed to COVID-19 in the past month kindly refrain from visiting our office. This includes anyone who has traveled internationally or taken a cruise in the past 30 days. We are happy to make arrangements to meet by phone or video chat.

A plan is in place if the physical Ackerman & Falcon office needs to close for a period of time. We are prepared to work remotely on the secured cloud and continue to fight for our clients. Please continue to contact us with any questions or concerns about your case.

Continue to be mindful about frequent hand washing, touching your face, and practice social distancing. Follow the guidance of local and national government to help curb the spread of COVID-19 and protect your immunocompromised and at-risk neighbors. Information from the CDC can be found [here](#).

Our thoughts are with everyone directly and indirectly affected by this pandemic,  
Howard Ackerman, David Falcon and the Ackerman & Falcon Team