

## **FSKS Press Release – Public Statement re: COVID-19 – March 23, 2020**

Dear FSKS Clients, Colleagues, Families, and Friends,

Like many of you, we are closely monitoring developments with regard to the rapidly evolving COVID-19 situation. As always, our priority during this unprecedented time is the safety and well-being of our employees, their families, and our valued clients and friends.

As we eagerly wait to turn the corner on current events, we want to assure everyone that our business continuity plan is in full swing to ensure no drop in the level of excellent service and responsiveness you have come to expect from FSKS. As part of our comprehensive efforts to maintain our high professional standards, while at the same time doing our part to promote community health and safety, we have implemented the following measures:

- All FSKS personnel have been instructed to work remotely to the greatest extent possible. Over the past several years we have doubled down on our technology investments, moving the majority of our practice areas to the cloud and enhancing the multiple levels of security that were already in place to protect our clients' confidential and proprietary information. These investments allow our attorneys and staff to work from anywhere in the world just as if they are sitting at their desk at one of our multiple office locations. Most of the firm has been working remotely for over a week now, and we are pleased to report no lapse in productivity and zero down time.
- Except for urgent matters involving immovable deadlines, all onsite meetings scheduled at FSKS offices through April 15<sup>th</sup> have been either cancelled, rescheduled, or confirmed to take place as scheduled via video- or teleconference.
- For those whose positions require at least some physical presence in the office, we have put in place stringent guidelines so that all onsite employees feel as safe and as comfortable as possible. By way of example, and in addition to any and all social distancing rules already communicated by government officials and health professionals to the public at large, FSKS requires all onsite employees to work and stay within their respective workstations, to minimize to the greatest extent possible all face-to-face interactions by relying on phone and other electronic communications, and to consistently sanitize all shared equipment, such as copiers, before and after each use.

We are very proud of our FSKS attorneys and staff, all of whom have stepped up to the challenge of ensuring that the firm's commitment to our clients remains a top priority. While we remain hopeful that our efforts, and those of other conscientious businesses and families around the country, will limit the long-term impacts of the current situation, we are confident that our team of talented professionals and paraprofessionals will continue to meet and exceed our high standards of legal excellence and responsiveness.

Please do not hesitate to contact us if you need assistance in the challenging days ahead. As always, FSKS is here for you, confident that we will all get through this together.

Sincerely,

The FSKS Executive Committee

James E. Shepard, Esq.

Philip A. Kahn, Esq.

Eric S. Kapnick, Esq.