



Dear Clients, Colleagues & Friends:

Levene Gouldin & Thompson is closely monitoring the information available to us relating to the COVID-19 pandemic. We are making every effort to protect the well-being of all concerned and maintain our ability to provide exceptional client service while protecting the health and safety of our clients and employees.

Our offices remain fully operational. LGT has contingency plans in place that will enable us to provide uninterrupted service to our clients with the use of technology that provides secure remote access to our systems and software. Our attorneys and staff will continue to be responsive to our clients' needs while minimizing any disruptions.

Our practice areas have been providing counsel to clients in a host of areas, including:

- Implementing COVID-19 procedures and protocols
- Providing advice on labor and employment issues
- Reviewing State and Federal emergency assistance legislation
- Providing counsel to our clients regarding a host of transactional issues ranging from the re-negotiation of deals, the funding of loans and contract and lease disputes arising out of the changing business environment

To reduce the risk of COVID-19 exposure, LGT has reduced non-essential business travel for our personnel, screened visitors coming into our offices, minimized or eliminated in person staff meetings and eliminated large in office non-client meetings. We are monitoring the CDC guidelines daily and have developed specific guidelines for all personnel who may be exposed to the virus. In addition, we have instructed all LGT personnel not to come to the office or any client location if they are not feeling well or experiencing any symptoms.

We hope you and your families will be safe and well in these challenging times.

Sincerely,

Jeffrey A. Loew, Esq.  
Managing Partner

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