



**For the safety of our team, the office door is locked due to the Covid-19 concerns.
Please call 605-332-4351 and someone will assist you.**

To our Valued Clients and Community Members:

We hope this finds you well and safe. We want to convey some important information regarding potential impacts should a shelter in place order go into effect. Generally speaking, legal services are deemed to be "Essential Services" under most shelter in place policies. However, this is not a blanket allowance. Generally, essential legal services are characterized as the following: end-of-life planning, essential services to elders and persons with disabilities, child support, child-protection and domestic abuse matters, protection of personal financial resources necessary to meet basic needs, prosecution or defense in ongoing criminal matters, and proceedings held in the district or appellate courts during the effective period. Our firm does all of these essential services and in that sense, we expect that we would not be forced to shut down in the event a shelter in place order goes into effect.

However, concerns over Covid-19 have led us to take necessary precautions to ensure the safety of our clients, our community and ourselves. We are not doing any face to face meetings at this time, and this will continue to be the case until further notice. There may be exceptions to this policy, but those will be extremely limited and something that is arranged between clients and their respective attorneys. We have found ZOOM to be a very effective way to maintain contact with people during this time, and encourage all clients to consider downloading this app (which as of this writing is free for a two person meetings, or free up to 40-minute meetings with multiple users at the same time.) Our office has the business plan which allows us almost unlimited Zoom capabilities. We of course will also continue to communicate with people by phone and email. We have found that phone services have been impacted during this time, and ask you to email us if you have trouble getting through.

Most courthouses have advised people to convert scheduled court appearances via ZOOM or telephone in order to limit contact. If you go to the courthouse, you will be required to wear a mask of some sort that covers your nose and mouth for the entirety of your time in the courthouse.

We are being thoughtful about our policies and approach to managing interactions with clients and each other. At this point we are continuing our normal work and are taking a prudent approach to keep our staff and clients healthy. To do this we have adopted the following policies:

- 1) Clients who must stop at the office must use hand sanitizer prior to entering.
- 2) Clients who are currently experiencing cough, cold or fever, have traveled via air transport, or to a center of population with more than 300,000 people within the last 14 days, or have had contact with someone who is or has been sick within the last 14 days, should stay home and we request that you not enter the building.
- 3) Clients, staff and attorneys are being asked to keep 6 feet distance between people at all times.
- 4) Please do not be offended, as
 - a. Clients, staff and attorneys will not shake hands.
 - b. Staff will wipe down desks, counters or door handles with frequency and in your presence.

Our goal is to continue to serve our clients in the safest way possible, and in full compliance with the law. Whether our doors are open or closed, we continue to work for you. We are all in this together. Burd and Carper are confident that taking these protective actions will help ensure the well-being of all.

Please don't hesitate to contact us with any questions or concerns.

Stay safe and healthy!
Burd & Carper Law Office