

# COVID-19 Update from Carlton Fields

March 17, 2020



Dear valued clients and friends, As we collectively navigate the global health challenges caused by the coronavirus outbreak, please know that our priority is to continue our long-standing commitment to our clients and to provide exceptional service while protecting the health and safety of our employees. The firm is closely monitoring developments related to the coronavirus and taking a number of precautionary measures to minimize the risk to our clients, colleagues, families, and others. Carlton Fields is prepared for several scenarios as a part of a robust business continuity program maintained under our ISO 27001 processes.

- **Remote Access.** In common with best practices across many businesses, we are encouraging our lawyers and staff to work remotely and to conduct internal and external meetings virtually. As a firm that primarily operates virtualized servers and desktops, this is an intentional and core function of our service delivery.
- **Business Continuity.** We have maintained a preparedness and continuity program for several years now, and we will continue to update it to account for the challenges presented by COVID-19 and the needs of our clients. We are operating at full capacity, and we will continue to provide uninterrupted and high-quality service using the technology and protocols we have put in place.
- **Travel.** To curb the spread of the coronavirus in our communities and to ensure the safety of our Carlton Fields family, we have encouraged our employees to reschedule all nonessential travel plans and events and are continually releasing travel and health updates firmwide as provided by the Centers for Disease Control and Prevention and the Department of Homeland Security.

- **Business Impact.** We have launched a multidisciplinary task force with lawyers across the firm to advise on issues arising from COVID-19, and to provide proactive business guidance for affected clients.

In this difficult and unprecedented time, the safety and well-being of our employees, clients, and communities remain our highest priority. Our thoughts are with all those directly impacted by the coronavirus, especially our health care professionals who are on the front line of this health crisis. We will continue to monitor the situation closely and to communicate any updates as circumstances unfold. Please do not hesitate to contact me or anyone else at Carlton Fields if there is anything we can do to help. Best regards,  
Gary L. Sasso President and CEO

## Featuring



Gary L. Sasso