

GOLDSTEIN & LEE, P.C.

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**GOLDSTEIN & LEE, P.C.**  
A PROFESSIONAL SERVICES CORPORATION

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Dear Clients and Friends,

During the current international coronavirus Pandemic we are doing our very best to meet our client needs, support the health and safety of our employees and their families and modify our law firm operations in a manner consistent with both professional guidance as well as government restrictions.

We remain totally committed to providing to our clients the same high level of professional service that our clients expect and clearly deserve, and we have provided. As a result, we immediately are adopting the following policies and taking the following actions which, we trust and assume will meet with your understanding and approval:

- (1) Until such time as resumption of our normal personal and professional lives appears appropriate under public policy guidance, we are ceasing all in-person meetings. This applies both to our office personnel as well as all personal client meetings.
- (2) Our clients and staff alternatively will seek to conduct all meetings, consultations or client discussions on the telephone or by video link and will continue to do so.
- (3) We will be encouraging clients and colleagues to communicate with each of us by email. Each email should be acknowledged and answered promptly.
- (4) Clients may of course communicate with our law firm through our office telephone (212 957 0500). Until we resume normal operation, initial communication via email may be a more efficient way to reach any of our employees. Staff members will be checking their emails regularly during the office week as well as on weekends in order to respond to all such calls as quickly as possible. Each member of our law firm is now working remotely during their normal working hours and longer as well when necessary and appropriate.
- (5) Our normal office hours are nine am to six pm Eastern Daylight time for administrative staff and for our legal staff more extensive as is to be expected for members of the legal profession particularly during such difficult days.
- (6) Our office at 145 West 57 Street, 8<sup>th</sup> floor, New York, NY 10019 will remain closed temporarily so as to maximize the protection of our staff as well as preventing visitors from entering our floor which may also be a source of infection to all;
- (7) We will however continue to be receiving regular mail, courier deliveries including federal express packages at our offices and have made arrangements for their delivery to Tammy Lee who as you know is the Managing Partner of our business operations in the United States;

- (8) At the present time and likely for the foreseeable future Richard will be working from his family residence in London and will be maximizing his own efforts, as the Senior Partner of our law firm, to provide maximum legal assistance to our clients in Europe and in Asia. For the time being he has cancelled all international travel including planned speaking engagements in both Tokyo as well as Shanghai and client meetings in France and Germany. Fortunately, Richard has full office facilities and can function effectively on behalf of the clients of our law firm along with the assistance of our UK legal assistant Susan Green who also resides in the UK.
- (9) Our New York staff is also fully functionally from their respective homes and can effectively “transport” their legal work or communications on behalf of our clients, friends and colleagues and with full confidentiality and necessary security as and when required.
- (10) We shall be monitoring on a regular basis throughout each day current and changing guidance and conditions as to the coronavirus pandemic which may make changes to procedures and technical equipment necessary. Our primary mission remains to provide the best possible legal assistance and guidance to our clients and at the same time to maximize the health and safety of our colleagues within our law firm. We also continually welcome any comments, suggestions or recommendations that anyone can provide to us to improve our operations and the effectiveness of our client responsiveness.

With our sincere best to all for only good health and safety travels, if necessary, and on behalf of all members of GOLDSTEIN & LEE P.C. (New York and in our affiliated office in London). With any questions or concerns, please contact Tammy Lee at [tammylee@lorsg.com](mailto:tammylee@lorsg.com) via email or 917-301-2705 via phone.

Richard & Tammy