

**HARRISON & GAMMONS**  
**PROFESSIONAL CORPORATION**  
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March 27, 2020

Dear Clients of Harrison & Gammons:

As our practice continues to adjust to the reality of the COVID-19 virus and the orders issued by our state and local government. We wanted to reach out and share with you the steps we are taking to ensure your safety as well as the safety of the employees of Harrison & Gammons, P.C. Consistent with Governor Ivey's March 27, 2020 order our firm will remain open.

The health and well-being for you, as well as our staff remains a high priority. The rapidly evolving situation is one that we continue to monitor. In our office, we will sanitize meeting areas and common surfaces regularly (multiple times per day). Employees who are sick, or have been around anyone who is sick, have been instructed to remain at home. Further, our employees have been instructed to work remotely whenever possible and return to the office on an as-needed basis while respecting the social distancing guidelines set forth in the Governor's order. We are doing what we can to keep our office clean and safe.

We ask for your help as we work to reduce the risk of exposure and maximize our sanitation procedures for the benefit of our office and community. If you or anyone in your home has traveled to or from a high-risk zone (or internationally) in the last month, please contact our office to reschedule your appointment. If you are coughing or exhibiting any symptoms of the COVID-19 virus or if you have been asked to self-quarantine, please contact our office to reschedule.

Further, we ask that you help us maintain a safe environment by limiting the number of people who may attend an appointment to only those whose attendance is absolutely necessary. When possible, please refrain from bringing additional family, children, parents, and pets. While real estate closings will continue as scheduled, only the necessary parties for the closing to occur will be allowed in the office. Accordingly, all real estate agents, lender representatives, and non-signing parties must remain outside of the building during the closing.

During this time, we are also happy to accommodate any requests to handle appointments through telephone or other electronic means. Based on additional directives issued by Governor Ivey it is possible, with lender approval, for our office to conduct a real estate closing via video conferencing. Please contact the office at 256-533-7711 to request any alternative meeting method or to reschedule.

We apologize for any inconvenience this may cause. We are committed to maintaining a safe and healthy office environment and look forward to serving you and our community for many years to come.

Best regards,

The Lawyers and Staff of  
Harrison & Gammons, P.C.