

### Scott, Tokerud & McCarty, P.C., Procedure for Office Visits

The health and safety of our clients and staff in this time of pandemic is our highest concern. In order to ensure a positive experience for all, we have put in place the following special measures.

Because of limited elevator space, Davidson is asking everyone to take the elevator one person at a time, unless you're with a household member. We trust that you will honor the Davidson building protocols.

While at our office, you can be assured that we are taking proper steps to minimize risk. These include sanitization, practicing social distancing, protocols for use of the conference room, and the wearing of masks inside our office (should you desire).

If you have traveled from out of state or from a Montana county which is a current Covid-19 "Hot Spot" in the last 14 days, we will re-schedule your appointment to a telephone or video conference. Please call our office to make these arrangements.

Prior to your scheduled appointment, please review the following questions and call our office or email [ChrisC@MontanaEstateLawyer.com](mailto:ChrisC@MontanaEstateLawyer.com) with your responses. If you don't do so or if you prefer not to answer, we may need to reschedule your appointment.

1. Have you, and the members of your party, been vaccinated?
2. Have you recently traveled out of state?
3. Have you recently visited a Montana county considered to be a Covid-19 Hot Spot?
4. Are you experiencing shortness of breath?
5. Do you currently have a fever?
6. Have you, to the best of your knowledge, been exposed to anyone with Covid-19?

In these uncertain times, one thing remains certain, and that is the importance of estate planning. We look forward to seeing you.

Sincerely,

Scott, Tokerud & McCarty, P.C.