

## NOTICE RE: CORONAVIRUS AND COVID-19 DISEASE

The world is experiencing an outbreak of respiratory disease COVID-19. A public health emergency has been declared in the United States, and guidance from public health officials suggests that one of the most effective ways to protect against the spread of this disease is to limit exposure, particularly to persons at higher risk of developing serious COVID-19 illness due to age or underlying health issues. Accordingly, in order to protect my mediation participants and the attorneys and staff at my firm, the following guidelines shall be effective immediately:

Until the public health emergency has passed, every attorney participating in a mediation with me **MUST** participate remotely if:

1. He/she has experienced a fever or cold or flu symptoms within 14 days of the mediation conference;
2. He/she has traveled internationally within 14 days of the mediation;
3. He/she has had contact with anyone under quarantine or self-quarantine within 14 days of the mediation; or
4. He/she has any other reason to believe that in-person participation during the mediation could expose other participants to a threat of infection.

Should any attorney, party, or mediation participant fall into any of the above groups, any such individuals may participate in the mediation by audio or videoconference. Our preferred videoconferencing platform is Zoom. **Each attorney participating in a mediation shall have the duty to inquire whether the parties or individuals accompanying the attorney to the mediation fall into any of the above categories and alert the mediator of any positive responses by any mediation participant.**

Kutak Rock LLP and I are also instituting measures to reduce the risk of COVID-19 infection. These steps include:

1. Screening mediation participants for the risk of infection (see above);
2. Implementing "social distancing" steps that include the prohibition of physical contact, e.g., handshaking, among mediation participants; limiting the use of joint opening sessions; asking mediation participants to sit no closer than six feet from one another; etc.;
3. Having hand sanitizers available in each conference room; and
4. Having the firm's cleaning crew disinfect all conference room tables, counters, and chairs following each mediation.

I appreciate your cooperation with these measures until the public emergency is over. If you have any further questions or concerns, please do not hesitate to contact me. As always, thank you for your mediation business.

MICHAEL G. MULLIN