

LAW OFFICES  
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FINDING SOLUTIONS . . . ONE CLIENT AT A TIME

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## **NOTICE**

Starting Tuesday, May 26, 2020, we will be having Lobby Hours for clients for convenient pick-up and drop off documents and other services. Until further notice, our Lobby Hours will be:

**Tuesday, Thursday and Friday 10:00 a.m. to 1:30 p.m.**

We continue to serve our clients remotely and in-person as necessary by appointment. We offer a full range of legal services implementing remote technology to meet your business and personal needs and provide guidance on specific COVID-19 related matters.

Other Important Information:

- 24-Hour answering service available by calling 507-373-6491.
- Visit our website at [www.albertlealaw.com](http://www.albertlealaw.com) for more details and contact information.
- In-office meetings available by appointment.
- Teleconferencing and Remote Meetings are available
- Electronic Signatures
- On-line Notary Services

In an effort to protect the health and safety of our Team and guests, we have also implemented the following policies:

- Daily Health Screenings will be completed by PKH&B Team upon arrival including a body temperature check using a touchless thermometer.
- Additional COVID-19 related screening questions will be asked daily of Team Members and of all guests before entering the main office. If you are not feeling well, please stay home and reschedule your appointment.
- PKH&B Team Members are required to wear face masks unless the employee is working alone in a personal work area.
- Visitors are highly encouraged to wear face masks unless the visitor is working alone in an enclosed area.
- Social Distancing is practiced by maintaining a safe distance from others.
- Frequent cleaning and sanitizing of all high touch areas.
- We encourage everyone to wash hands frequently.
- We encourage everyone to avoid sharing office equipment such as pens, phones, and keyboards.
- All commonly used spaces & conference rooms will be stocked with disinfectant wipes and hand sanitizer, which should be used frequently.
- Upon entering our building please use the hand sanitizer provided.