



# COVID-19 Update: Banner Witcoff's Business Continuity Plan

As the situation surrounding COVID-19/coronavirus continues to evolve, Banner Witcoff would like to address the firm's business continuity expectations.

Firm management has been and will continue to closely monitor developments through world health organizations. We are committed to protecting the health of our employees and have implemented a remote working policy.

We also remain committed to providing uninterrupted service to our clients and have protocols in place to ensure business continues as usual. Our offices in Chicago, Washington, Boston and Portland are able to work together and provide back-up services wherever needed. Our paperless, electronic filing system allows employees access to client files over the Internet via secure connections, enabling us to securely serve our clients from anywhere.

We will provide updates as necessary. If you have questions about Banner Witcoff's business continuity plan, please contact Mary Schille at (312) 463-5431.

**Posted: March 30, 2020**