

THE OFFICE OF SCOTT M. HUTCHINSON

WE FOLLOW THE RECOMMENDATIONS
BY THE CDC (U.S. Centers for Disease Control) regarding
the Corona virus (COVID-19)

1. **EFFECTIVE JUNE 8, 2020, WE NOW ALLOW IN-PERSON CONSULTATIONS AND APPOINTMENTS FOLLOWING SOCIAL DISTANCING GUIDLINES (Staying 6 feet apart) AND THE REQUIREMENT TO WEAR A MASK (until you are 6 feet apart).** Our law office is set up to maintain this distance and we have hand sanitizer for your use.

WE CONTINUE TO OFFER APPOINTMENTS BY TELEPHONE AND VIDEO CONFERENCE. Please note that all Bankruptcy hearings are now being conducted by telephone.

CALL NOW TO SCHEDULE YOUR APPOINTMENT AT (503) 808-9032.

2. IF YOU ARE SICK, YOUR APPOINTMENT MUST BE BY TELEPHONE OR VIDEO CONFERENCE. TO GET DOCUMENTS TO US, You can (1) email or fax us the documents, (2) mail them, (3) have a delivery service deliver them, or (4) have a non-sick family member or friend drop it off to us. *If hand delivering, call first to make sure one of us will be here.*
3. Our office policy is for any sick staff to stay away from the office and work remotely until cleared by his/her doctor to return to work. Currently, all staff except for Mr. Hutchinson have chosen to work remotely.
4. Our staff is doing extra sanitation of our office every workday (*for example, wiping down all door handles, arm rests, and desk surfaces with disinfectant*). My staff and I are washing our hands and using hand sanitizer liberally.