

Cody, Cody & McCarthy, LLC

ESTATE PLANNING ATTORNEYS

COVID-19 Control Plan

Attending Your Meeting

Please do not arrive too early for your meeting to avoid unnecessary contact with other CC&M clients. If you arrive early, please wait in your car until it is time for your appointment. If your meeting is in Lakeville or Newton, please call the attorney with whom you are meeting to notify them of your arrival so they can escort you into the building. A phone number will be provided to you.

If you anticipate signing documents, please bring your own pen.

Please wear a mask when you enter the building and office. If the building lobby is locked, please call 617-472-5151.

You will be greeted by a CC&M staff person that will escort you to a conference room. The conference room surfaces are disinfected after each use. You will be asked to sit at the far end of the table. Please do not remove your mask until you are seated at the table. Your attorney will be seated a safe distance from you.

For contact tracing purposes, anyone that enters one of our offices will be asked to provide their e-mail address and phone number to be stored in a private log of visitors.

At this time, we will not be able to offer coffee or tea to clients in our offices in order to limit exposure and contact. You are welcome to bring your own beverage. Bottles of water will be available.

Hygiene

Hand sanitizer is available throughout the buildings and within the offices at each of our locations. Please use it as needed. Bathrooms are also available for handwashing.

Social Distancing

Please stay at least 6 feet away from other individuals at all times.

Dropping Documents Off – Quincy only please

Please follow the above protocols. Bins have been placed at the entrance of our office for you to drop off your items. Please e-mail lauren.burke@cody-cody.com with your name, e-mail address and the time you dropped off documents so that you can be added to our contact tracing log.