



Your Partner in Resolution

WELCOME BACK

First and foremost, we want to sincerely thank you for your patience and loyalty during this challenging time.

At ADR Services, Inc., the health and safety of our clients, neutrals, and staff are our first priority. We want you to feel safe and comfortable while you are here. Our offices have adopted a number of safety measures recommended by the County Departments of Public Health and the CDC to help slow the spread of Covid-19. Additional details about these measures can be found on the following page.

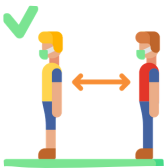
We love serving our clients and look forward to welcoming you to our offices soon.

SAFETY MEASURES IMPLEMENTED AT ADR SERVICES, INC.



Requiring check in at the reception desk.

Each party and their counsel will be asked to return an attendee registration form in advance of each hearing. Guests must check-in at reception upon entrance to our office.



Following social distancing guidelines.

We will be limiting the number of clients inside our offices to comply with 6-foot social distancing guidelines set forth by the CDC and Departments of Public Health.



Placing educational reminder signs.

We have placed signs and markings in our offices reminding clients to maintain 6-foot social distancing and to practice good hygiene habits.



Requiring all guests to wear a face covering.

Masks or face coverings are required for everyone entering our office. If you forget to bring a face covering, one will be provided to you at the reception desk.



Providing hand sanitizer in common areas.

Hand sanitizer dispensers will be placed throughout our office, including in the reception areas and other common areas.



Increasing supplies of disinfectant wipes.

Our offices will have ample supplies of sanitizer wipes, and any shared office equipment, such as printers and copiers, will be cleaned after each use.

SAFETY MEASURES IMPLEMENTED AT ADR SERVICES, INC.



Increasing the frequency of cleanings.

We are increasing the frequency of cleanings, paying extra attention to high-traffic touch points like door knobs, elevator buttons, faucets, and tables.



Placing air purifiers in the common areas.

Medify HEPA Purifiers will be placed in the common areas, such as reception, to provide additional safeguards against harmful particles in the air.



Assigning seats within conference rooms.

When you enter your conference room, you will find a place card designating your assigned seat in order to help you maintain social distance.



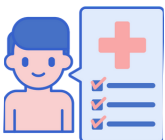
Designating seating in common areas.

Our reception areas, lobbies, and client lounges will have designated areas for sitting to ensure that proper social distance guidelines are followed.



Providing individual lunches and beverages.

We will be offering individual lunch menus, snacks, and beverages to our clients. Any shared coffee stations or snack bars will be closed.



Monitoring employee health.

Employees have been trained on our new safety measures and have been asked to carefully monitor their health by completing daily self-assessments.

VIRTUAL DISPUTE RESOLUTION AT ADR SERVICES, INC.

ADR Services, Inc. will continue to provide excellent client service by offering Virtual Dispute Resolution through Zoom, a secure video conferencing platform. Hearings can be conducted completely online, or a 'hybrid' hearing can be conducted, with some parties and their counsel attending in-person and others participating remotely.



Zoom Hearings



Hybrid Hearings

We endeavor to provide a safe and comfortable environment for your hearings. Please feel free to contact us if you require any additional accommodations.

For inquiries or to schedule a case, please contact us at 310.201.0010 or inquiry@adrservices.com

www.adrservices.com