

To the Members of the Akron Bar Association:

We have all watched the spread of the Novel Coronavirus (COVID-19) unfold around the world over the past couple of months, but now that it has arrived in our neighboring county it is important to share with you what your Association is doing to manage.

Health and Safety of Employees and Members

This is paramount in all that we do. We are following the guidelines provided by the Summit County Public Health Department (<https://www.scph.org/covid-19>) and other state/national/international agencies that provide guidance on such issues. Our building cleaning company is paying particular attention to the sanitary condition of our building – especially in high traffic areas. We have hand sanitizer, wipes, etc. and encourage good hygiene skills. We also ask that if you are not well and demonstrating symptoms similar to those evidenced by COVID-19 (cough, shortness of breath, and fever) that you not visit our building. Out of an abundance of caution, you may be asked to leave if you are observed with these symptoms. This is also true if you have been in close contact with a person known to have COVID-19 or have recently traveled to an area with the ongoing spread of the COVID-19. Please understand that these measures are to protect our staff, members and public.

Lastly, staff and board travel has been curtailed. The American Bar Association Bar Leadership Institute and National Association of Bar Executives Chief Staff Executives Retreat were canceled this week. No further out-of-state travel will be scheduled for the interim.

Continuity of Operations Plan

Staff has been working on a plan for the last couple of weeks. It will be completed by the end of today and will guide us in maintaining Association operations should we find it necessary to close our offices

CLE Attendance

We encourage our members to select the Akron Bar Association as their CLE provider of choice and that thought continues. As of this writing, we have not canceled any in-person CLE events although we are examining our options for the May Worker's Compensation CLE in Las Vegas. If you are not well and need to cancel your registration for any event, we will not charge our cancellation fee and will credit your account so you can attend a CLE when you are well. Lastly, we offer Self-Study CLE at <https://akronbar.ce21.com/> and encourage you to review the many offerings available to you from our partner bar associations throughout Ohio.

Meeting Attendance

Meetings of sections, committees, etc. are also still scheduled. Conference line numbers will be provided for all meetings so that members may attend by phone instead of in-person.

Meeting Room Reservations

If you have reserved one of our meeting rooms and need to cancel due to COVID-19, we will waive the cancellation fee in your agreement.

Communication of Cancellations

In the event that it becomes necessary to cancel a CLE, meeting, or reservation we will reach out as soon as possible by email, post the information to our website and/or online event calendar, and use Facebook

Questions

Please contact Executive Director C. Allen Nichols at callen@akronbar.org or 330.436.0101 with any questions.
