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To Our Valued Process Servers and Staff:

Over the last few weeks, there have been several updates regarding local and nationwide guidance on mask mandates. “On May 15, 2020, the White House announced Operation Warp Speed to accelerate development, production, and distribution of COVID-19 vaccines, therapeutics, and diagnostics to produce and deliver 300 million doses of safe and effective vaccines with the initial doses available by January 2021.” (U.S. Department of Defense, n.d.) Thanks to all of the doctors, scientist, government officials, and private sector individuals, as of May 25, 2021; “more than 286 million doses have been administered, fully vaccinating over 130 million people or 39.3% of the total U.S. population.” (npr, 2021). On May 13, 2021, Governor Inslee announced that “all counties will move to Phase 3 of the Healthy WA: Roadmap to Recovery reopening plan effective May 18.” (Washington Governor Jay Inslee, 2021) The Governor “also announced that Washington will fully adopt masking guidance issued by the CDC” (Washington Governor Jay Inslee, 2021) on May 13, 2021.

It is critical that we continue to practice safety measures to protect ourselves, family members, clients, and the people that we are serving. Therefore, we have enacted the following updated policies and procedures to minimize the spread of the COVID-19 virus while following the guidance from the CDC, Washington State Department of Health, and Washington State Department of Labor & Industries.

We will continue to monitor local, state, and federal agencies for guidance on the best ways to stay safe and will update our policies accordingly.

Office Policies:

The following policies outline the safety requirements of all office staff and visitors.

To minimize person-to-person contact in the office, our Operations Staff will continue to work remotely, and our office will only be open by appointment. For Staff Members that do report to the office, wearing of face mask will be optional for those that are fully vaccinated (as defined by the CDC), working with members of the same household, or working alone. Proof of vaccination or a signed document attesting to vaccination status is required.

Process Servers that visit the office will:

- Use the lockbox in the back of the building to drop off and pick up documents.
- If an in-person office visit is required, the Process Server(s) will:
 - Contact Mark directly to set an appointment.
 - Submit to a daily health screening that includes taking their temperature and reporting potential exposure.
 - Always remain six feet away from other Staff Members, clients, and visitors (unless it is not feasible).
 - Wash their hands and/or use hand sanitizer regularly and before touching shared supplies or documents to be served.
 - Wear a face mask, unless fully vaccinated (as defined by the CDC). If fully vaccinated, then wearing a face mask is optional.
 - Proof of vaccination or a signed document attesting to vaccination status is required.

All other office visitors (including clients) will:

- Call ahead and make an appointment to visit the office.
- Always remain six feet away from Staff Members, Process Servers, and other visitors (unless it is not feasible).
- Wear a face mask, unless fully vaccinated (as defined by the CDC). If fully vaccinated, then wearing a face mask is optional.
 - *ADDISON LEGAL SERVICES, LLC* has adopted the honor system allowed by the Washington State Department of Health; and assumes that any client who is not wearing a face mask has been fully vaccinated.

Policies for Fieldwork:

The following policies outline the safety requirements of all Process Servers in the field.

Before the Serve:

Prior to serving documents, Process Servers will assess their own health by taking their temperature and monitoring potential recent exposure. If a Process Server is experiencing symptoms or feeling sick, they are not permitted to serve documents and must notify the Operations Staff. Process Servers must also ensure that their cars, documents, and hands are properly sanitized.

Making the Serve:

Here are the steps a Process Server must follow when conducting a serve:

- 1) Wear a face mask, unless fully vaccinated (as defined by the CDC). If fully vaccinated, then wearing a face mask is optional.
 - a) Proof of vaccination or a signed document attesting to vaccination status is required.
- 2) Ensure hands are sanitized or gloved.
- 3) Knock on the door or ring the doorbell and retreat as far as reasonably possible.
- 4) Once the door opens, the Process Server will request confirmation of residency and identity as normal except at a reasonable distance.
- 5) If confirmed, the Process Server will attempt to hand the documents to the resident. If the resident refuses to accept the documents in hand, the Process Server will place the documents on the ground, identify them as legal documents, and take a picture of the documents.
- 6) The Process Server will then retreat and observe the receipt of the documents from a distance of six feet or more.

If a recipient refuses to come to the door, the Process Server must confirm identity through the door and obtain a visual confirmation through a window. Once identified, the Process Server will leave the documents by the door, take a picture of the documents, and retreat.

Since these times are unprecedented and complicated, it is important to document what is being done differently in case someone challenges a serve later-on. **This is extremely important, as there has been a rise in contested serves.** Therefore, our Process Servers will also carefully document their serves to avoid doubt about the validity of the serve if it is brought to court.

Agreement:

All Operations Staff and Process Servers must agree to the following protocol. Those who do not agree cannot be utilized until social distancing guidelines are lifted and they must notify the President of the Company directly.

Thank you for all of your hard work!

Sincerely,



Mark Jones
President
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"Going above and beyond to provide prompt and professional process serving."

Works Cited

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