



ON NOTICE !

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PNN #GettingItDone



With the ongoing COVID-19 pandemic, most of our PNN staff has been working remotely, with key staff coming into the office on rotating schedules. It's business as usual and we continue to not miss a beat for our customers. We recently launched our PNN #GettingItDone social media campaign to showcase our staff working from their homes. We have a dedicated team who is focused on one goal and that's to continue to ensure accuracy, efficiency and excellent customer service skills to all our customers.

Make sure to Like/Follow us on social media to see us
#GettingItDone!



WORKING FROM HOME?

HERE ARE SOME TIPS TO STAY PRODUCTIVE

As we deal with the ongoing effects of COVID-19, for some of us, this is our first time working completely remotely. Often when we work remotely, we have the opportunity to get out of the house and work from our favorite local coffee shops. With COVID-19, that has not been the case. If you're struggling to stay focused, here are some tips to keep you productive:

1. Designate a Workspace

Try and keep your work life and home-life separate. If you never disconnect from work, your work productivity can suffer. I live in a small apartment, so I have set up an area in the corner of the living room that looks out the window.

2. Keep Defined Work Hours

You'll get your best work done and it'll be a lot easier for you to transition back to the office if you stick with your regular work hours.

3. Build Transitions

I usually listen to music on my commute to and from work on the train. Now that I'm working from home, I listen to music while I cook breakfast. At the end of my workday I now clean up the kitchen while listening to music.

4. Don't Get Distracted

This can be one of the biggest challenges for some people working from home. It's ok to turn on the TV during a work break, but don't get sucked in. Don't use this time to finally deep clean your bathroom. That can wait until after work hours. If you need to set timers for any breaks, do so.

5. Communicate

Communication with your boss is important. Determine expectations and decide when you will check-in. On most days, my boss and I check in at 10 am and it works.

6. Socialize

Not being in the office, you're missing out on a lot of casual social interactions you took for granted. Make it a point to still reach out to those people. I communicate with my coworkers through calls, texts, Microsoft Teams and Zoom.

Without office distractions, you may be surprised at how productive and how much you can get accomplished working from home. It's been predicted that companies may adopt more flexible work-from-home policies when life goes back to normal.



Keep Calm and Wash Your Hands

You likely know the drill by now, but it can't hurt to be reminded once again. And to all of our newspaper peeps, if you see newsprint fingerprints somewhere, you definitely need to get out the disinfectant and towels to clean.

To stay healthy and protect yourself and others against getting coronavirus:

1. Wash your hands often with soap and water for at least 20 seconds.
2. If you don't have soap and water, use a hand sanitizer. It should have at least 60% alcohol content.
3. Don't touch your face – eyes, nose or mouth – if your hands aren't clean.
4. Avoid close contact with others who are sick and don't go out or to work if you are sick.
5. Wear a mask or cover your mouth and nose with a bandana or cloth when near others, going to the grocery store or picking up essentials.
6. Observe social distancing rules by standing at least 6 feet from others.
7. Clean and disinfect high traffic areas daily – countertops, desks, phones, keyboards, bathrooms, door handles, tables etc.

ADAPTED FROM: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

And after all of this handwashing, your hands are surely sore or chapped. Here are three of Ginger Lamb's (VP & Publisher of Chicago Daily Law Bulletin), recommended remedies for keeping your hands soft and healthy:

1. My favorite lotion for dry hands is [Humble House Gardens Goat Milk Hand & Body Lotion](#) from Gasport, NY.
2. Keep a bottle of lotion on the counter near the soap dispenser in the kitchen and bathroom – it's a good reminder to put lotion on after you wash your hands.
3. If your hands are really chapped, put lotion and Vaseline on them and then put on a pair of cotton or cloth gloves and go to bed – you'll wake up with really soft hands (this works for your feet too with a pair of socks).



QUARANTINE BOREDOM? PNN'S SPENCER POST HAS SOME SUGGESTIONS

Being ordered to stay inside has been a necessary adjustment and our new normal. If you're like me, it can make you stir crazy. Not being able to walk to Chicago's beautiful lakefront trails, beaches and parks doesn't help. We've been stuck inside for over a month with no exact end date to look forward to. I'm here to help! While you're stuck inside you can either watch television, cook, exercise, listen to music, play games, clean (who really wants to clean?), etc.



Below I have compiled some suggestions for things to watch on Netflix, links to easy recipes to cook and at-home exercises:

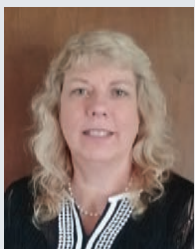
- Top 5 Netflix Recommendations:
 - Ozark
 - Self-Made: Inspired by the Life of Madam C.J. Walker
 - The Stranger
 - Locke & Key
 - You
- Easy Recipes to Cook:
 - Honey Garlic Chicken & Veggies – [Click here](#)
 - Creamy Vegan Broccoli Pasta – [Click here](#)
 - Avocado Sweet Potato Tacos – [Click here](#)
 - Lemon Chicken Skillet – [Click here](#)
 - Garlic Butter Steak & Potatoes – [Click here](#)
- Exercise from Your Living Room
 - [28 Day At-Home Workout for Beginners](#)
 - [Lower-Body Workout with Cardio](#)
 - [20-Minute Bodyweight Workout](#)
 - [Full-Body Cardio Challenge](#)
 - [Core and Arms Workout](#)



You can also schedule virtual hangouts and happy hours with your friends and families. We are all in this together. We must keep in mind that life will go back to normal. Happy hours will commence, we'll be able to go to the gym, sporting events, concerts, beaches, restaurants, movies and so much more. Hang in there!

A MESSAGE FROM PNN'S VICKI CARR

Outreach to newspapers continues with phone calls



Just as the Public Notice Network is #GettingItDone with our new normal, so are our newspaper partners. I have made several phone calls to newspapers all over the State of Illinois and they are working just as hard to make sure their communities have the local newspaper they depend on and enjoy. As we see our work environments change and adapt to the shelter-in-place order, remote access to our work has become vital to meet the deadlines of publishing.

Many newspapers I have talked to are working from home and others are staggering shifts or days if it is necessary to go into the office. Ingenuity and thinking

outside the box are allowing all of us to succeed in these stressful times. As we move forward, we will see what our new workplace looks like and what changes we will make to our new normal.

I am sure we are all looking forward to returning to human contact with others and working together "in person". When this happens, I will stop by, in person, to say "Hi" and check on you. Until then, stay safe and healthy!

Vicki Carr
Client Relationship Manager
Public Notice Network

Traveling Around Illinois with PNN's Vicki Carr

For Public Notice Network's own Vicki Carr, traveling around the state of Illinois is such a fun and educational experience. Vicki has had the opportunity to meet so many different people. She has been to every county in the state, as well as highways and back roads. In this article Vicki shares some of her favorites!

Putnam County's courthouse in Hennepin is the oldest courthouse currently in use in Illinois, which has been maintained in its original form. The courthouse was built in 1839, the year Putnam County's present-day boundaries were established. It is beautiful inside and out.



In Springfield Illinois, the Lincoln Presidential Library and Museum is well worth the trip. So much history and wonderful artefacts. Of course, in Illinois you must go to Chicago and take the architectural tour by boat and catch a Chicago Bears game at Soldier Field. GO BEARS!

Last but not least is Arthur, IL, home of a very large Amish Community. Arthur is a small town with wonderful shopping and fantastic food. Vicki does not miss a chance to grab lunch at Yoder's when she visits.

As the shelter-in-place order remains in effect, there is no reason why you can't go out for a Sunday drive to see these sights from your car. This has made Vicki realize how much she loves traveling around and visiting everyone, and she anticipates on doing it again soon. Until then, she wishes everyone to stay safe and healthy.

TECH TALK

It's business as usual at PNN: We're here for you

by Dave Glynn

We hope you are managing well with the 'shelter-in-place' situation. Fortunately, due to our wonderful IT staff, we were able to get all of our employees up-and-running from their homes quickly. We never missed a beat! Here are things to know in regard to Public Notice Network as a result of the new circumstances surrounding the COVID-19 accommodations:

Business as usual: In most cases, everything is business as usual. All of our phones ring directly to our mobile phones, we are working our regular business hours, and some essential personnel are still visiting the office. All Cook County service mailings are still being provided and processed with the circuit clerks at the Daley Center. Certificates in Cook County are being eFiled, and we are still eFiling downstate mailings with the respective county circuit clerks. We are still placing notices in the *Chicago Daily Law Bulletin* and with downstate newspapers partners.

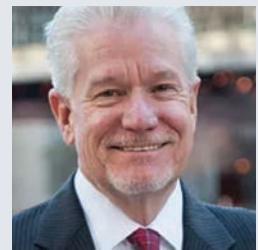
Some changes:

We are now only publishing the print edition of *Chicago Daily Law Bulletin* on Mondays, Tuesdays and Thursdays. This is a temporary measure and mainly relates to reduced court calls and announcements. During this time, we have temporarily removed our paywall so you can easily view the e-edition of the *Chicago Daily Law Bulletin* on our website. There, you can access all of your public notices, our content including opinions, decisions, verdicts, settlements and the latest updates on how COVID-19 is impacting the courts and clerk's office. If you would like to subscribe to our CDLB Morning Lineup, Afternoon Headline, weekly COVID-19 update, and the evening e-edition alerts, please email subscription@lawbulletinmedia.com. Our team also compiled an interactive map of all the court closures across Illinois, which can be viewed [here](#).

We have temporarily closed the counter in Room 802 of the Daley Center counter. For the Daley Center counter customers, we suggest that you use PublicNoticeNetwork.com to submit notices.

Downstate and Suburban Publications: We are requesting that all publishers email (in lieu of US Mail) tear sheets, certificates and invoices to PNN@LawBulletinMedia.com.

We hope you stay safe and healthy. If there's something you need, please reach out to me.



Dave Glynn

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