

NOTICE TO OUR CLIENTS AND CONTACTS

To our valued clients and contacts,

As the Coronavirus (COVID-19) situation continues to unfold and further safety measures are implemented by government departments we want to take this opportunity to share the steps our office has implemented to ensure the safety of our clients, contacts and employees.

- We are encouraging any employees to stay home if they are feeling unwell;
- We are adhering to social-distancing guidelines and will avoid any close personal contact including handshaking;
- If you are unwell or have returned from overseas in the last 14 days then we ask that you **do not** attend our office and contact us via telephone or email;
- If you do attend our office you will be required to complete a short questionnaire in respect of the virus;
- We have the availability to conduct telephone appointments where necessary;
- If required, we have the ability for staff members to work remotely from home;
- Daily cleaning of the office is undertaken;
- Disinfectant wipes are available at reception and those who attend our office will be encouraged to use them before and after appointments/ attendance;

We will continue to monitor the situation and any advice given from Health Departments and Authorities and if needed we will implement any further changes as necessary.

We appreciate your cooperation and understanding during this time and welcome any questions or feedback.

With Regards,

The Partners