

# Business as usual with a few changes

In these unprecedented times, we want to provide assurance about the measures we are taking to continue to operate effectively whilst ensuring the health and safety of our clients, employees and community.

We are closely monitoring the ever changing COVID-19 situation and are following the advice of the Government and Health authorities to do our bit to minimise the spread of the virus.

Rest assured, that whilst some things will change, we are hard at work and will continue to provide outstanding legal services to all clients both current and prospective.

Notwithstanding the above, to protect the health of our clients and staff, we have made the decision to limit the number of attendees at our office. From **Monday 23 March 2020**, we will be holding all client consultations by telephone/ Facetime/ Skype or similar service until further notice.

These changes apply to current clients as well as to initial consultations with new clients.

Our lawyers and our administration team will continue to work from our office for the foreseeable future; however, in the event we are required to self-isolate, we have procedures in place that will enable us to operate at full capacity remotely.

There are some circumstances where a face to face appointment will be necessary, however, before attending our office, we ask that you advise us if you have:

- A fever, cough, sore throat or are experiencing shortness of breath; or
- Have been overseas in the last 14 days (or have been in contact with someone who has); or
- have been in contact with anyone who has contracted COVID-19.

In these circumstances we will discuss alternative arrangements with you.

We will endeavour to keep you updated with any developments as they come to hand.

In the interim, please do not hesitate to contact us should you have any questions.



Mark Williams, Partner

A handwritten signature in blue ink, appearing to read 'Mark Williams', enclosed within a large, loopy blue oval.