



COVID-19 (Coronavirus) Safety Plan

The health and safety of our clients, staff and lawyers is of the utmost importance to Civic Legal LLP. Our firm has always maintained its commitment to deliver the highest level of service for our clients, as we have remained fully operational both remotely and now in-office for essential work and necessary in-person meetings by appointment only.

As the COVID-19 pandemic unfolds, we will continue to monitor the guidance provided by the relevant authorities and have implemented all of the recommended training and protocols to reduce the risk of transmission within our office space. As required, we will modify our operations on an on-going basis to maintain the health and safety of those within our office environment.

To assist us in this effort, we require cooperation on the part of everyone involved and have outlined the following guidelines to be observed by those both internal and external to the firm. If further clarity is required, additional policies are available with supplementary details and guidance. In the event of any remaining questions, please phone the main office line and speak to our office administrator as necessary.

- Please do not enter the office if you are feeling unwell. Any symptoms of illness, similar to the common cold or flu, including but not limited to sneezing, cough, fever, chills, headache, shortness of breath, sore throat, runny nose, loss of appetite, fatigue, aches and pains should prompt you to remain at home and seek medical attention as appropriate. Further, we recommend to quarantine / self-isolate for at least 14 days after symptoms have ended. A 14 day quarantine period is required: if you have had close contact with someone who has or is suspected to have COVID-19 or if you have been told by public health that you may have been exposed to COVID-19 and need to self-isolate.
- Please do not enter the office if you have recently traveled outside of Canada. The Government of Canada has issued travel advisories which are to be closely followed. Further, there is a mandatory 14 day quarantine period for those returning from travel outside of Canada.
- You may be asked about any of the above before attending the office, and if necessary, will be instructed to delay in-person attendance as appropriate.
- Upon entering the office, thoroughly wash your hands with soap and water for at least 20 seconds.
- Read and follow all signage as indicated throughout the space and maintain physical distancing of at least 6 feet at all times (both inside and outside of the office). Physical barriers have been installed as required.
- We recommend the use of face masks and have the necessary inventory for those who require it.
- Make frequent use of the available disinfectants after contacting any surfaces.