



INFORMATION FOR CLIENTS ABOUT COVID-19

As you will be aware the spread of COVID-19 both globally and within New Zealand is a rapidly developing situation which is changing on a daily basis. For your protection as well as for the protection of our staff we will endeavour to reduce face to face contact for the current time. Instead we will correspond with you via telephone and email for most matters. Our solicitors may be working remotely at times as the situation develops but will still be contactable by telephone and email unless they are unwell. If necessary, an alternative contact will be provided to you in the event of staff illness.

We also acknowledge that at times it may be necessary for you to attend our offices. Prior to any attendance we will require the following written confirmations from you, which must be provided in advance by way of an email so we can assess the safety of your visit:

1. *As far as I am aware, I do not currently have, and have never had, COVID-19.*
2. *I do not currently have, and have not had for the last 14 days, any symptoms of COVID-19, such as a prolonged headache, coughing, high temperature (over 38°C), shortness of breath, or diarrhoea.*
3. *As far as I am aware, I have not been in contact with anyone who currently has, or has had, COVID-19.*
4. *When I meet with you, I will not have not arrived from overseas in the previous 14 days.*

If you are unable to provide the above positive confirmations on all four points, then you must not attend our offices. We will discuss with you whether we can conduct our meeting and any document signing by way of a video application such as Skype or Facetime. We note that this social distancing protects you as well as our staff. When the use of a video application is not possible then we will discuss this with you to identify the best course of action.

If we do meet, please let us know immediately if you develop any COVID-19 symptoms within 14 days of our meeting, so that we can take appropriate steps.

We intend to continue to provide legal services as required throughout this time and as such you are welcome to contact any of the partners on the telephone numbers below.

John Boyle	021-623-690
Jenny Gill	0274-170-012
Fiona Mathieson	021-623-692
Warren Woodd	021-876-233