



legacy  
tax + trust lawyers

## **Legacy Tax + Trust Lawyers COVID-19 Safety Plan**

Legacy Tax + Trust Lawyers (the “Firm”) has developed a COVID-19 safety plan (the “Plan”) for the safe operation of its business. The Plan is informed by the health authorities and WorkSafeBC.

The Firm’s plan to re-open is a four phased approach by gradually adding to the number of people who will come into the office to work.

Prior to their scheduled arrival, lawyers will request all clients to complete the Firm’s health questionnaire and will advise the clients of the building protocol which requires the wearing of a mask to ride the elevator with other persons. While on our floor, clients will be provided with a disposable mask and gloves (if they do not have their own). Refreshments are being offered in disposable drinkware.

We are practicing physical distancing in the office and request that clients respect this. Plexi-glass shields are installed in our Reception area and available in our boardrooms. Where possible, hand sanitizer will be made available to clients.

Our high touch common areas and our boardrooms are cleaned regularly.

We ask that any client who feels unwell in the days leading up to or on the day of their scheduled meeting, contact their lawyer to reschedule. Staff members who are unwell are also being asked to remain at home.

Cadillac Fairview has also implemented a number of protocols and guidelines for the building. The building’s lobby area and elevators are well sign-posted.

For any client wishing further information on the Firm’s Plan may do so by requesting same of their lawyer.

Thank you.