

## **HARRISON LAW OFFICE COVID-19 PROTOCOL**

The procedures set forth herein below have been put together for purposes of protection of clients and Harrison Law Office (“HLO”) staff members.

**Where reasonable and possible we will be avoiding meetings in person and will instead be using communication via telephone, Skype or FaceTime. There will undoubtedly be times when documentation must be signed, but during the period where self-isolation is deemed to be the best policy we will operate in this manner unless meeting is mandatory.**

**Where it’s necessary for any client to attend at HLO, the following procedures will apply:**

1. Before you attend at our office to meet with anyone, we require that you please notify us whether or not you have: **a cough or any symptoms of illness; travelled outside Manitoba within the last two weeks; been in close contact in the last two weeks with people you know have, or had, a cough or symptoms of illness; or been in close contact with people who have travelled outside Manitoba within the last two weeks.**
2. While at our office, if you need to cough or sneeze we ask that you do so into your sleeve.
3. Please approach our reception area but do not touch anything, and we ask that you please remain at least 6 feet from the receptionist or any other person.
4. The person who greets you at the front area will contact the person you are to see. Unless you are unable to do so, please continue to stand while waiting for the person to come out. Please do not touch anything while waiting for the person to come out.
5. The person you are to see will come out and direct you to a handwashing sink and that person will turn on the water taps for you. Please dispense soap from the soap dispenser and wash your hands thoroughly for 15 to 20 seconds. Our staff will sanitize the soap dispenser afterward.
6. When finished, our staff will turn off the taps. You will then be provided paper towels to dry your hands and they may be disposed of in the garbage can (foot operated).
7. You will then be taken to a room for signing documents. The person you are meeting will try to maintain at least 6 feet of space between you and him or her.
8. You will be given the paperwork to sign with “sign here” stickers in all places that need to be signed. You will be given clean pens to sign with (**please keep the pens when you are done**). The person witnessing will stand at a distance to witness your execution of the documents.
9. When you are done, please leave the materials other than the pens in the room and leave the room (or move 6 feet away) and the person you came to see will witness where required.
10. If you have any questions you can ask by telephone or emails when you get home (unless you have chosen to discuss the paperwork in advance). We hope to limit meetings to 10 minutes.
11. If you need to ask questions immediately, please indicate that to the person you met with or the receptionist if she is there. The person in reception will notify our staff to come out to speak to you. Please do your best to maintain the 6-foot distance from whoever you need to speak with.

12. These steps may seem extreme, but this process has been highly recommended to us so as to minimize any risk to you and any HLO staff regarding the Covid-19 virus in particular.

13. **THANKS SO MUCH FOR HELPING TO MAKE EVERYONE AS SAFE & COMFORTABLE AS POSSIBLE.**