

March 18, 2020

Dear clients and friends of Simpson, Thomas & Associates,

Re: STA's Response to COVID-19

Serving you, our clients, is our top priority. We want to assure you that you will still have access to your lawyer and our team as we face the challenges presented by COVID-19 together.

The health, safety and well-being of our clients, staff and colleagues is a key priority for us. We have taken the following steps to minimize the spread of COVID-19:

- Instructed all staff to stay at home if they are feeling unwell.
- Asked anyone who has recently travelled to stay in self-isolation for 14 days.
- Set up remote access for all staff to allow them to work from home.
- Increased cleaning and sanitisation of our office and workspaces.
- Minimised in person meetings as much as possible.

We respectfully ask that should you have an appointment scheduled with or by your lawyer, or a member of our team, and are feeling unwell that you please let us know and **do not** come in to any of our offices. We would be pleased to re-schedule or change to a telephone meeting.

If you have any questions or concerns please do not hesitate to contact us: 604-689-8888. Our phone lines are always open for you.

Sincerely,

SIMPSON THOMAS & ASSOCIATES



E. ANTHONY THOMAS



STEPHEN YUNG



BERNIE SIMPSON C.M.