

November 9, 2020

Dear clients and friends of Simpson, Thomas & Associates,

Re: STA's Response to COVID-19

Following the recent announcement of the provincial health officer, Dr. Bonnie Henry we have implemented additional screening measures.

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

- Screening all staff before they come to the workplace as of November 9, 2020.
- Instructed all staff to stay at home if they are feeling unwell.
- Asked anyone who has recently travelled, or who believes they have been in contact with anyone with Covid-19 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.
- Wearing of masks is mandatory when meeting with clients.

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.