

# Notice to ALL current & new clients!!!

Our focus is on helping to keep our employees and clients healthy.

**If you are feeling unwell, please DO NOT attend at our office for in person meetings.**

Feeling unwell includes, but is not limited to, respiratory issues (cough, running nose, fever, shortness of breath).

**Please do not book for any in person meetings if you have recently travelled outside Canada.** You will need to postpone your visit until after 14 days from travel to reduce the risk of spreading infection to our staff. **Contact our office at [reception@dhestatelaw.com](mailto:reception@dhestatelaw.com) or 905-990-3440, if you wish to attend at our office for further direction and additional information.**

**We have VIRTUAL MEETING tools available to staff. You may be able to arrange for remote participation.**

**If you do enter our office, please follow these hygiene protocols for your safety and ours:**

- Wear a mask throughout your visit at our office.
- Wash hands with soap and water before and after entering.
- Hand sanitizer is available at our reception desk and throughout our office spaces.
- If you cough or sneeze, use a tissue or into your bended elbow and wash or sanitize your hands immediately afterwards.
- No shaking of hands, hugging, or touching.

**ALL VISITORS MUST SIGN IN AND OUT.**

**Thanks for helping to keep us all healthy and safe.**