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Our Ref:
Your Ref:

Date: 23/03/2020

COVID-19 MEASURES

Dear Clients, colleagues and members of the public

1. Our office will remain open during office hours. Kindly take note that we close 16h00 on Fridays.
2. None of our staff have travelled to the affected areas within the last 6 (six) months.
3. To the best of our staff's knowledge none of them have been exposed to the COVID-19.
4. We will regrettably no longer allow messengers at our office, and for this purpose take note that we agree to service of all legal notices via e-mail.
5. We shall as far as possible be conducting conference call consultations with our clients.

6. Where this is not practical we have implemented strict hygiene and sterilization procedures.
7. We will be asking all clients to sanitize their hands prior to entering our offices.
8. We shall no longer be shaking the hands of our client's.
9. If you have been in contact with any confirmed cases of COVID-19 or if you are feeling unwell, kindly report this to reception or the relevant person. In such event we will not be able to accommodate you at our office.
10. We would like to assure you that we shall continue to take all steps necessary to protect the safety and health of our clients and staff whilst actively providing legal services.
11. We are monitoring the information provided by the authorities and the monitoring the spread of the COVID-19. Should any official directives be issued we will follow such instructions immediately.
12. We have been monitoring any directives issued by the Courts and shall keep you updated in any directives that might affect your case.
13. We finally wish all of you the best of health during this stressful period.
14. Do not hesitate to contact us should we able to assist in any way.

Yours faithfully

Tracy Sischy Attorneys