



**RICHARDS  
BUELL  
SUTTON** LLP  
*Established in 1871*

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## **CLIENT UPDATE: COVID-19 (NOVEL CORONAVIRUS)**

The management team at RBS continues to monitor the evolving news around the Novel Coronavirus (COVID-19). The risk presented by this virus, recently declared a global pandemic by the World Health Organization (WHO), has posed a particular challenge to our commitment to provide a safe working environment for all members of our firm and for our valued clients.

We have been adjusting our firm operations throughout the evolving news regarding COVID-19 in order to safeguard the health and safety of our staff and families, our clients, and the greater community. We are also making every effort to ensure that there is no impact on the quality of service and support our lawyers and staff provide to you.

Our Vancouver and Surrey offices will both remain open for business with unchanged hours of operation. To bolster these operations, we have the technology to support any firm members who might need to work remotely with all due efficiency and effectiveness.

We have instituted procedures and policies to minimize the risk of an outbreak at both office locations. These include heightened office sanitation, regularly updated communication of the most recent health and safety procedures and consistent education for firm members on both avenues of contagion and preventative measures recommended by Health Canada.

With respect to social distancing, firm policies have been introduced to restrict all non-critical business meetings and prohibit all meetings solely related to professional or business development. Additionally our policies prohibit all business travel, while discouraging non-essential personal travel. There is an expectation that our firm members will self-quarantine for a minimum of 14 days following the return of travel outside of British Columbia.

Our management team will assess and take all necessary precautions where there has been any exposure of any RBS team member to an infected or potentially-infected individual, or if the risk profile of that team member has increased for any reason. We have taken direction in this regard from the WHO, the Public Health Agency of Canada and the Office of the BC Provincial Health Officer.

We will continue to provide firm updates as this situation unfolds, and we appreciate your patience as we work together during these unprecedented times.



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