

COVID-19 – INFORMATION FOR CLIENTS

Following the World Health Organisation having declared Covid-19 as a global pandemic, Gifford Devine is actively taking steps to ensure our offices remain a safe place to work and visit. It is important that we keep you informed of the steps we are taking to protect our clients and staff.

Here is what we will be doing under the Traffic Light System:

We have an emergency remote work plan

This plan takes steps to ensure that in the event our staff are not able to work from one of our offices that we can continue to provide you with the high level of legal advice that you have come to expect from us.

We are changing the way we meet with our clients

From 3 December 2021, Gifford Devine requires all clients and visitors to Gifford Devine's offices to be fully vaccinated against COVID-19.

This also applies to our staff and contractors if they wish to work from a Gifford Devine office or client site.

We are implementing this policy because we prioritise the health and safety of our clients, staff and our community. We consider that vaccinations are how we best achieve that in the current COVID-19 environment.

If you are visiting any Gifford Devine office from 3 December 2021, we will send you an email in advance outlining our policy and ask you to acknowledge and observe it when you visit us.

In addition to using the COVID-19 tracer app to scan in on arrival, we will ask you for proof of your vaccination status by showing (or scanning) your My Vaccine Pass. We also request that you:

- Only attend our office if you are well;
- Only attend our office if you have an appointment;
- Do not attend our office if you are awaiting the result of a COVID-19 test or self isolating in accordance with any government directive or mandate or in the preceding 14 days have been overseas or in contact with anyone that has COVID-19 (or has COVID-19 symptoms);
- Wear a face covering to your appointment (we will also wear a face covering). If you have an exemption, please bring your exemption card to your appointment so we may take a copy for our file;
- Do not be offended if we do not shake your hand or if you find us standing a step or two further away from you;
- Do not bring any additional people to your appointment without prior arrangement. We have arranged our interview rooms with appropriate social distancing.

For anyone who is not fully vaccinated, we ask that you speak with us to arrange an alternative to meeting in our offices – for example, a remote meeting by Zoom.

We are increasing our office cleaning programme

Like other businesses around New Zealand we need to manage our offices in a way that protects both our staff and our clients. Our office hygiene standards reflect the need to clean surfaces more regularly.

We are listening to the experts

To ensure that Gifford Devine is following the correct protocols we are taking best practice advice from the Ministry of Health. The Ministry of Health's website provides a comprehensive overview of best practice systems which you can view on the attached link: www.health.govt.nz.

Gifford Devine is committed to taking well-measured and practical steps to keep our staff and clients safe in our offices.

Covid-19 is a significant global event and we want to reassure our staff and clients that we are doing everything in our power to prepare, plan and protect.