

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

- 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
- 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;
- In the event you are not able to attend our office we can arrange to meet remotely (e.g. via 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.