

## OUR ROLE AND RESPONSIBILITY TO CLIENTS AS WE NAVIGATE THROUGH COVID-19

At Fogler, Rubinoff LLP the health, safety and wellbeing of our employees, clients, contacts, and colleagues is foremost in our minds as we continue to closely monitor the COVID-19 outbreak.

While we are currently maintaining business as usual operations, we are closely following the guidance of Toronto Public Health and will adjust protocols as the local authorities issue new guidance.

We understand the need for our firm to provide continuous and uninterrupted legal services, and want to take this opportunity to update you on the proactive steps we are taking to be prepared for the evolving situation with COVID-19.

Should the outbreak result in our office closure, we have contingency plans in place that enable us to provide you with uninterrupted service. Our plan includes enhancements to our remote work capabilities and technology to ensure our accounting systems and data are available and secure. By modifying our operations and working remotely, our lawyers and staff will continue to be responsive to your legal and business needs.

In keeping with public health guidelines, and to ensure the safety of all our employees, colleagues, clients and visitors in our offices, the firm has limited client meetings and moved to teleconferencing where appropriate. Policies on travel, office sanitation and health and safety have been enhanced and enforced, and we have adopted the following measures:

Clients and visitors should refrain from visiting our offices, if:

They have traveled to any highly affected area or hot spot including but not limited to China, South Korea, Iran or Italy or have been in close contact with someone who has travelled to those areas at any time in the past 14 days; or

They have any reason to believe that they might otherwise have been exposed to a confirmed case of COVID-19 in the past 14 days; or

They are exhibiting any symptoms of infection (e.g. fever, dry cough, shortness of breath or other breathing difficulties).

Our lawyers and staff are working under the same guidelines.

We will continue to keep you informed of any changes we may implement as the situation progresses, with information provided via our website and e-mail updates.

Please do not hesitate to contact your Fogler, Rubinoff lawyer, or myself, if you have any questions, or if we can be of assistance in guiding you through these new challenges.

We wish everyone well as we collectively navigate this global health challenge.

Michael Slan  
Managing Partner, Fogler, Rubinoff LLP