



## COVID-19 UPDATE (MARCH 30, 2020)

Commencing March 30, 2020, all couriers attending at D'Arcy & Deacon LLP must call our office at 204-942-2271 to make prior arrangements for any deliveries. There is no public access to our office at this time. Please note that our reception will only be operating from 10:00 am to 3:00 pm daily and that this staffing level is being reviewed on a daily basis. Please check our web site regularly for updates concerning deliveries.

## COVID-19 UPDATE (MARCH 20, 2020)

We continue to keep abreast of the evolving health crisis, the need to be proactive in "flattening the curve", and the critical importance of adhering to new best practices of social distancing. D'Arcy & Deacon is committed to do our part. We are so very proud of our administrative staff and lawyers who have willingly embraced so many dramatic changes in such a short period of time.

In accordance with best practices, please be advised that as of March 20, 2020, all clients, lawyers and other visitors to D'Arcy & Deacon must be screened prior to arrival at our office. A lawyer or administrative staff will call or email all visitors in advance of any scheduled meeting and will be asking if they are experiencing cold or flu like symptoms, or have had any known contact with someone who is COVID-19 positive or awaiting test results, or have returned from international travel within the last 14 days. If the answer is yes to any of these questions, for the safety of our lawyers and administrative staff, as well as for our community in general, the visitor will not be able to attend our office. Alternate conferencing arrangements, either by phone or video link, will be arranged.

It is important to note that many transactions are already closing or planning to close using scanned copies of signed documents and clients as well as financial and other institutions are accepting documents signed electronically through DocuSign and other secure methods. Delivery of original signed documents can be completed in due course. Manitoba Companies Office has indicated that all documents may be submitted with scanned or electronic signatures during this crisis. We will continue to adapt to our changing legal environment.

We recognize that these proactive steps may pose some additional challenges to complete transactions and to carry on business. We trust that our efforts will be understood and appreciated in these rapidly changing times and we continue to wish for good health and safety for all. We will do our part and know that our community will rally together to do its part.

## COVID-19 UPDATE (MARCH 18, 2020)

Acting upon the recommendation and advice of Canada's Chief Public Health Officer, Dr. Theresa Tam, D'Arcy & Deacon has taken strong proactive steps to help slow the spread of the virus. By the end of the day today, the majority of our lawyers and administrative staff will be working remotely. We will continue to be safely accessible and available to service the needs of our clients.

Our office will remain open with a limited number of lawyers and administrative staff. Access to our office will also be limited and will follow social distancing protocols. All clients are requested to contact their lawyer or our office in advance of any in-person meeting to confirm whether the meeting will still be taking place.

As this situation is evolving by the hour, our Emergency Response Team continues to review our approach daily. Updates will be provided as the circumstances dictate.

## COVID-19 NOTICE

D'Arcy & Deacon is committed to ensuring the health and safety of our people, our clients and the communities in which we live and work. D'Arcy & Deacon has been carefully managing and adapting to the COVID-19 outbreak and we are dedicated to help our clients do the same. We have a response team in place and they are meeting regularly and monitoring this rapidly developing situation.

We want to assure you of our commitment to provide continuing legal services during this global pandemic. We have invested extensively in our underlying technology platforms and systems as part of our overall disaster preparedness and recovery planning. These systems are reliable and secure, and enable our legal teams to provide services remotely in the event access to our office is restricted or prohibited.

D'Arcy & Deacon is proactively implementing health and safety policies and procedures, including limiting or restricting in-person meetings, events and travel. We are also following social distancing protocols and all Manitoba Health Directives. All in-person meetings must be scheduled in advance, and we request that you contact our office to confirm whether your scheduled meeting is still taking place.

While health and safety is our priority, we remain firmly dedicated to serving our clients, who may need us now more than ever. We will continue to be accessible and responsive to all of your legal and business needs during this challenging time with as little disruption as possible.

We hope that you and your loved ones are safe and healthy as we all adjust to this global health crisis.