

NOTICE

to CLIENTS and PUBLIC

In order to continue to protect our staff and clients, we have found it necessary to further restrict access to our offices and public space.

Effective at 1:00 p.m. March 19th our access doors will be closed to the public until further notice.

If you have a scheduled appointment with a lawyer or staff member, we would ask that you phone our Reception or your lawyer/staff person beforehand to confirm the appointment. Upon arrival please ring our doorbell so that our Receptionist can meet you and escort you into the office.

Our phones will continue to be answered during our normal business hours of 9:00 a.m. to 5:00 p.m. You may book an appointment by calling us at **705-742-1674** or email us at info@llf.ca.

We are conducting many meetings by telephone and teleconference which allow us to continue to serve you. This is available to be arranged for you at any time.

In an effort to continue to reduce the risk of infection for staff, clients and others, we respectfully request that all LLF visitors observe the protocol set out below.

Please do NOT enter the building or make an in-person appointment if you answer "yes" to any of the following questions:

- 1. Do you currently suffer from a dry cough, fever or shortness of breath?**
- 2. Have you travelled outside of Canada within the last 14 days?**
- 3. Have you been in close contact with someone who returned to Canada within the last 14 days?**
- 4. Have you been in close contact with someone with a confirmed or probable COVID-19 infection?**

We greatly appreciate your co-operation during this challenging time.