



Covid-19 Health & Safety Guidelines

Working together in the time of Covid-19 requires some adjustments as we transition from 10 weeks of self-isolation to working together in a common office space. We very much appreciate your abiding by these guidelines and your consideration of your fellow office residents.

- We all have different levels of comfort during this transition period (and likely for a while to come). To ensure that everyone feels comfortable, it's best to assume that everyone else is very **UN**comfortable and set your behaviour by that standard.
- Please wash and sanitize your hands frequently. Remember to sing Happy Birthday twice while soaping your hands. Alternately, you can sing about ten percent of In-A-Gadda-Da-Vida or a quarter of Stairway to Heaven.
- Please **please please** observe physical distancing measures. Be mindful of personal space and try to keep at least 2 metres (that's about one Josh-length) away from others.
- If you cough or sneeze, please do so into your elbow or a tissue. If you happen to cough or sneeze into your hand (tsk tsk), please immediately sanitise or wash your hands before touching anything. Consider wearing a mask (we have some disposable ones on hand) if you are coughing or sneezing frequently due to allergies.
- We are trying to keep hand sanitizer on-hand, but we recommend you bring some of your own and keep it with you.
- After you have finished using a common area—particularly the telephones—please use the Lysol spray and paper towels to disinfect the area. The proper disinfection technique is to spray a paper towel, wipe down the surface, and leave the surface to dry.
- If someone is doing something that makes you uncomfortable in any way, please speak to them politely or come talk to Sanjay or Jeff about it and we'll do what we can to help.
- If you have clients coming in, please make sure that they also follow these guidelines.

We're all in this together, and your kindness and consideration in following these guidelines will go a long way to ensuring that we are able to return to increasingly "normal" operations at SparkTown Law Chambers (who knows what "normal" is now, but you get the drift).

THANK YOU!