

Covid-19 Policies and Procedures¹

(last updated June 16, 2020)

Legal services, lawyers and paralegals have been declared by the BC Provincial government to be essential services. The PHO has said that “Essential services are those daily services essential to preserving life, health, public safety and basic societal functioning. They are services British Columbians come to rely on in their daily lives. ...[E]ssential services should and are encouraged to remain open”.

BC has also begun its re-opening plan, which we expect to increase both the number of individuals seeking to access our office, as well as travel among the general population.

In keeping with provincial recommendations, Lysenko Law will remain open to the public. Please see Law Society bulletins regarding remote legal advice and remote witnessing of documents for land title purposes. The Law Society has confirmed that certain activities do require that the lawyer and client meet in person, and has acknowledged that it is not always possible to keep a distance of 2m between individuals when doing so. **We therefore will continue to have certain in-person meetings with clients as necessary.**

In order to comply with provincial health directives as far as reasonably possible, Lysenko Law will adopt the following policies:

Staff

1. If any staff member has any symptoms of any illness including, without limitation: fever above 99 degrees Fahrenheit, cough, sneezing more than 2x per day, **that staff member is to remain away from the office for 14 days.** Accommodations will be made to facilitate working from home if the staff member is feeling well enough to work but is not able to come to the office due to these requirements.
2. Staff members will self-monitor, and a doctor’s note will **not** be required in order to return to work.²

¹ These policies and procedures are based on:

1. The government of British Columbia list of essential services updated March 26, 2020 (<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/essential-services-covid-19>)
2. The CBC interview conducted by Dr. Patricia Daly on March 30, 2020
3. Telephone conversation with 811 on April 1, 2020
4. Lysenko Law staff meeting on March 31, 2020
5. Advice from the Law Society of British Columbia during April 2, 2020 telephone conversation with Edith

² Due to the strain on the medical system, employers are now prohibited from requiring employees to obtain a doctor’s note prior to returning to work.

3. If a staff member is off work due to policy #1, the staff member will work from home once she is able to do so. The isolated staff member will request that any documents required to complete her daily tasks be uploaded to the server and/or delivered to her home by an office member.
4. Staff members are encouraged not to touch their faces, and to engage in frequent hand-washing practices. Hand sanitizer has been purchased for the office, and is placed in various locations both upstairs and downstairs.
5. Staff members are to cough and sneeze into a tissue or, failing that, their sleeves, and to immediately wash their hands after doing so.
6. Staff members are to sanitize the surfaces which clients encounter between all clients.
7. Staff members are to minimize their use of common spaces, and attempt to spend as much time as reasonably possible in their offices and/or desk space. Only one staff member at a time shall use the lunch room table, and staff members are expected to stagger their lunch breaks as much as possible.
8. The BC government has recommended all British Columbians AVOID NON-ESSENTIAL TRAVEL over the BC-ALBERTA BORDER as well as avoiding non essential air travel (<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/traveller-information/travel-affected-by-covid-19#alberta>). Staff who wish to travel out of province or by plane outside OR within province despite these recommendations must self-isolate for 14 days upon return.

Clients

9. Only clients in the same household or group are allowed to be in the reception at one time. If another group of clients arrives for an appointment when there is already someone in the reception, they should wait outside until they can either be assisted by staff at the reception, or accompanied to their appointment (if one has been booked). If reasonably possible, someone should go outside to determine whether or not the waiting clients have an appointment booked, or how they require assistance. **Waiting clients may still need to wait until someone is available to assist them.**
10. Clients are not to attend at the office if they are exhibiting the symptoms set out in policy #1, or any other symptoms of illness.
11. Clients who do arrive at the office with symptoms of an illness must be asked to leave immediately and reschedule.
12. If it is not possible for clients to reschedule (ie. Due to time limits for closings, signatures on wills and poa, etc.), we will make alternative arrangements such as (in order of preference):
 - a. **Remote:** Conducting the meeting by phone, facebook messenger, skype, or other audio and/or video applications if possible;
 - b. **Vehicle:** If an in-person meeting is required, and the client has a vehicle, the client may attend in the vehicle with the windows rolled up. The witnessing officer will pass the

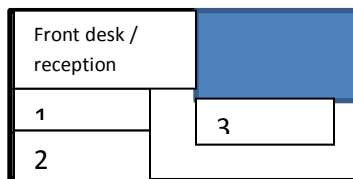
documents to be signed through the window to the client using gloves. The client and lawyer will review the documents through the window, and the witnessing officer(s) will witness the client's signature through the window. The client will then pass the signed documents to the same individual from whom they received the documents. That individual will scan the documents to the server, place the documents in an envelope, sanitize the scanner, and immediately place their gloves in the trash.

- c. **No-vehicle:** If a client does not have a vehicle, it may still be possible to witness documents in person through a door or window in the client's home, or through the front door at Lysenko Law's Rossland office.
 - d. **Other witnesses:** for wills, if the client shares a household with 2 other individuals who are neither beneficiaries nor related to any beneficiaries set out in the will, those individuals may act as witnesses, and specific witnessing instructions are to be provided.
13. Clients who are high risk, who work with high risk people, or who would simply prefer to take extra precautions may choose to attend in-person appointments in the manner as set out in policy #11 above.

Meetings

- 14. Whenever possible, client meetings should be held by phone, facebook messenger, skype, or other audio and/or video applications.
- 15. In-person meetings will be booked one person at a time, and with 15 minute intervals between meetings in order to properly sanitize.
- 16. Lysenko Law has purchased plexiglass dividers for use in the board room, front reception and two downstairs work stations. We will also have masks and gloves on hand for use in situations where we must have immunocompromised clients meet in person or at client request. **All in-person meetings should be conducted with the use of the plexiglass dividers, and staff should refrain from meeting with clients in the two small upstairs offices, or similar enclosed spaces.** In-person meetings should only be conducted at the following locations in the office ,with staff and clients to be on opposite sides of the plexiglas divider:

- i) Front desk / reception;
- ii) Workstation 1 (downstairs);
- iii) Workstation 3 (downstairs); and
- iv) Boardroom table (upstairs).



Staff should use their best judgment to replicate similar safe environments when attending out-of-the office meetings.

- 17. Clients should be met at the front door, and should be escorted to the board room upstairs. The staff member should attempt to open all doors for the client to minimize the number of surfaces that the client touches.

18. Client's original ID should be taken from them upstairs, and brought downstairs for copying / scanning. The scanner / copier should be sprayed down before and after copying.
19. Client's ID should be returned to them upstairs.
20. Client and the staff member should be at opposite ends of the boardroom table if possible. Sometimes it may not be reasonable to have clients and the lawyer so far apart (ie. Clients may have questions which may require the lawyer to see the document to which the client is referring, or to point something out on a document). In these circumstances, staff members are to use the safety measures set out in policy #s 4-6.
21. The staff member who conducted the meeting shall, immediately after the conclusion of the appointment, sanitize the boardroom table, chair arms, door knobs, railings and any other items that the client may have touched.

Public Transit

22. Public Transit may pose a risk to some people, and is generally not ideal in terms of the provincial health directives. If clients must have an in-person meeting and have no other way of attending other than to use public transit or request a ride from a person outside of their household, staff members may attend at or outside the client's home, or in another office space.

Information regarding Covid-19 continues to change frequently, and these policies and procedures will be updated as necessary in light of evolving circumstances.