

RITCHIE & BARU

Lawyers and Notaries Public

COVID-19 NOTICE:

Our office is actively taking measures to help flatten the curve of the COVID-19 virus and keep you and us safe:

- Maintaining social distancing:
 - We have enforced a 2-metre distancing policy between all clients, lawyers, employees and service personnel and rearranged our space to enforce this policy.
 - Our conference room allows for a 2-metre distance between signing parties and lawyers & witnesses.
 - Wherever possible, we encourage our clients to meet with us via telephone or video conferencing. Feel free to call us and change or book your appointment as a telephone meeting.
 - If documents need to be signed and witnessed, you can come to our boardroom, or we can meet you in the parking area. You can remain in your vehicle and we can witness your signature while maintaining a 2-metre distance. In some cases, we may be able to set up a meeting via videoconference.
- Modified Office hours:
 - We will open our office at 10 AM, rather than 9 AM, so that our staff and clients can avoid rush hour crowds. We are open Monday to Friday from 10 AM to 5 PM, or by appointment.
- Regular disinfection
 - We disinfect high-traffic areas and high-use items, such as door knobs, tables, keyboards, mice, etc., several times per day, at regular intervals and after any new visit.

If you require any special accommodations or have any special circumstances, such as being at increased risk or returning from international travel, please let us know via email at info@rbln.ca or via phone at 6132246674 and we will try to make all accommodations possible.

ESTATE PLANNING NOTICE (Wills and powers of attorney):

There is an urgent need for powers of attorney and/or wills for people who are quarantined or vulnerable and cannot look after their own affairs. **We are prioritizing these files so we can have your documents finalized very quickly.** We never charge rush fees.

An estate-planning file still requires one in-person meeting, where the clients sign their documents in the presence of two witnesses (usually, the lawyer and the law clerk). For this meeting, you can come to our office, or we can meet you in the parking lot so you can remain in your own vehicle. In addition, **we can come meet you at your home or wherever you are**, provided that you help us maintain a 2-metre distance and take all other reasonable precautions.