
COVID - 19 (Coronavirus disease)

OUR POSITION

As at 6pm WST Sunday 31 January 2021

We're monitoring the situation daily for the safety of our people

HFM Legal is monitoring the situation daily as the safety and wellbeing of our employees and clients is our priority. The COVID-19 measures we have implemented are guided by advice from medical experts and are consistent with the advice from Australian Government Department of Health, State Health Authorities and Department of Foreign Affairs and Trade (**DFAT**).

Risk management

Our COVID-19 approach is to manage the situation in a balanced, calm and measured way, acting swiftly and communicating clearly.

Business continuity

Our existing IT infrastructure and business systems have, for many years, been set up to ensure that our staff can operate from home or anywhere else.

The following protocols have been introduced in light of the Perth Lock Down which came into effect at 6pm WST on Sunday 31 January 2021:

- A. our staff in our Maddington and Mount Lawley Offices will remain at home for the duration of the Lock Down period – there will be no face to face appointments during this period. Our lawyers will be working remotely and available by email or by telephone (including by video conferencing).

For all existing appointments for the week commencing 1 February 2021 our lawyers will contact you in the near future to make suitable arrangements;

- B. our Broome and Denmark Offices will not be affected by the Lock Down.

HFM Legal will continue to ensure you receive legal services in a professional, timely and diligent manner.

All face to face meetings at HFM Legal premises at Denmark and Broome shall be subject to:

- (a) social distancing and isolation or quarantine measures that may apply to individuals, either clients or employees, from time to time;
- (b) all parties applying hand sanitiser prior to and after the appointment; and
- (c) any updated recommendations or requirements from the relevant authorities regarding contact with others and social distancing.

We also have a Covid-19 contact register that you may be required to sign upon arrival or by using the SafeWA app.

Contacts

Contact with us can be by:

Telephone: (08) 9493 1399

Maddington Office: hfm@hfmlegal.com.au

Broome Office: hfmbroome@hfmlegal.com.au

Mount Lawley Office: hfmmtlawley@hfmlegal.com.au

Denmark Office: hfm-denmark@hfmlegal.com.au

Video conference (FaceTime, Skype, WhatsApp, Zoom, Messenger, Webex Teams)

Client management and legal updates

It remains business as usual for HFM Legal.

All our staff continue to be accessible in person or via phone and by email. There is no change to the quality, reliability and timeliness of our service.

Staff support

Staff assistance is available to all staff feeling anxious at this time.

Good eating habits, hygiene and exercise is being encouraged.

Communications

Workplace communication channels have been activated to ensure open and continuous communications with all of our staff and clients.

Clients and suppliers have been informed of our position.

Edward Fleming

Director