



OKELLS FRANCISLAW LLP

COVID 19 (CORONAVIRUS) CONTINGENCY PLANNING

With the challenges facing everyone regarding Covid 19 (Coronavirus) and its impact becoming clearer, we thought we should share with you what we are doing to ensure that our services to you will continue while we also ensure we take care of our staff and their families, on whom we depend to provide you with these services.

We are continuing, for now, to provide a central services function in both of our offices to keep our professional lawyers working and advising you through the matters and transactions we are dealing with. We continue to take on new matters and will be happy to hear from you and assist you where you have need of legal advice.

As we cannot rely on it that travel will remain unrestricted, we are making contingency plans for our team of lawyers and a team of support staff to work remotely. We are as confident as we can be that we will be able to continue our service to you and will keep our plans under review and try to respond to circumstances as they change.

Accessing our services and ongoing matters

We need to protect the welfare of our colleagues and working family and we are sure that you will want to protect yours in line with current guidance by minimising physical contact with other people. To ensure that we can continue to offer appointments at which we can make contact with clients and gain continuing instructions, or instructions on new matters, we can offer the following means of contact:-

- You can call us either on the usual office number you have or by calling the mobile phone numbers made available for you by our lawyers on their emails during office hours.
- You can email us and any of our lawyers directly from our website by clicking on the email button below their profile.
- You can call the main office numbers and ask to speak to any of our lawyers.
- If you need to see us, we can offer video services using Skype, FaceTime or Whatsapp video.

This will mean that we comply with Government advice to restrict contact and we ask for your understanding.

If there is anything that needs to be clarified, or if there is anything with which we can help, please contact us as normal.

We hope that all this will mean as little disruption in our service as possible and we hope that these arrangements will mean that this practice will be able to continue the service to the people of this area and these communities in the way that it has for in excess of a hundred years.

We wish all our clients, all our staff and all our colleagues in the legal and other professions well through these difficult times.

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