

Doug Parker & Associates

Lawyers



Issued – 21 November 2021

COVIDSAFE CLIENT POLICY

Now that we have reached “Phase D: 90% of 12+ fully vaccinated” on Victoria’s roadmap, we have prepared the following information about how Doug Parker & Associates plans to deliver service to our clients in a COVIDSAFE manner.

We need to take into account all of our legal, professional, social and moral obligations. We strive to effectively represent the interests of all our clients while managing all of these, sometimes competing, obligations. Our available options may be subject to change, impacted by whatever government mandates and directions are currently in place. Above all, we believe it is paramount that we take reasonable steps to protect your health and wellbeing, as well as our own.

As it did before the pandemic, Doug Parker & Associates continues to operate from a home-based office. We are a husband-and-wife team - one lawyer, Doug Parker, assisted by his wife, Robyn attending to reception, conveyancing, administration and clerical assistance. We both live in our home-office!

We are both fully vaccinated and are happy to supply proof upon request. Despite Victoria achieving high vaccination rates, in consideration of the health and welfare of our clients and ourselves, we will keep “face to face” contact to a minimum. We will conduct conferences and communication by video conferencing (Zoom), telephone, email and SMS wherever possible.

The only in-person meetings we will conduct in our home office will be with fully vaccinated clients. Proof of full vaccination status will be required when arranging the appointment or upon checking in for the appointment with the Service Victoria QR code app.

Even though we are all fully vaccinated, we may still wear masks for our in-person appointments. We reserve the right to request you to do so as well for these short meetings. If you wish masks to be worn, we will certainly respect your wishes.

The meeting time will be as short as possible. Any documents to be signed will be reviewed and discussed before the meeting. Cleaning and social distancing requirements will be met.

Almost all legal documents can be signed and witnessed electronically and remotely. We reserve the right to have documents signed or witnessed in that way. We also reserve the right to prepare documents, or copy documents, following the meeting’s conclusion for you rather than during the meeting. These can then be collected by you or sent to you by email or post after the meeting.

We thank-you for your understanding. As always, we remain ready, willing and able to assist you, adjusting and adapting as required.

We hope you and your families remain safe while we continue to live with the presence of COVID, and all its challenges, for some time yet.

Please call us with any questions or concerns you may have.