



# Navado™

Legal & Financial Group

26 June 2021

## COVID-19 Response Policy

At Navado, we are committed to ensuring the health and wellbeing of our team, clients and those enquiring about our legal services. In light of the most recent developments of COVID-19 within the community, and having regard to the recent guidelines and recommendations of the Australian Government, Navado has re-introduced new policies and systems of work.

Social distancing is one of the key preventative measures being implemented by Navado. The Australian Government has encouraged the following strategies to slow the spread of COVID-19:

- “staying at home when you are unwell
- avoiding large public gatherings if they’re not essential
- keeping a distance of 1.5 metres between you and other people whenever possible
- minimising physical contact, especially with people at higher risk such as older people and people with existing health conditions”

In response, **Navado’s team are working remotely**, where possible, in order to minimise their direct interactions with others. All staff are equipped with the technology and systems to facilitate an efficient transition to working remotely. We are committed to continuing to progress all our client’s matters and responding to any legal enquiry received by Navado. Staff will maintain communications through **email** and **tele-conferencing** and **web video-conferencing**. Where a face to face meeting is preferred, staff are equipped with the ability to communicate by web video-conferencing through a confidential and convenient platform available to Navado staff, which can be accessed by users through a computer webcam or through the majority of mobile phones.

Physical face to face meetings will only occur where they are **essential** and other forms of indirect conferencing (tele-conferencing or web video-conferencing) are unavailable. Such meetings will be by appointment only, usually at our Sydney Head Office.

Preventative measures Navado has taken and/or will continue to take includes but are not limited to:

- Staff wearing masks when interacting or meeting with others;
- Staff regularly washing their hands using alcohol-based sanitiser for at least 20 seconds;
- Ensuring that any staff member who is unwell or has been in contact with anyone who is unwell, has been overseas or has been diagnosed with COVID-19 be exclusively restricted to working remotely. They will not attend any office or any face to face appointments until they have recovered and obtained a clearance certificate from a medical practitioner;
- Staff will not be shaking hands during meetings;
- To the extent possible, staff will not be providing or receiving any documents during meetings. Preferably, all relevant documents will be sent electronically by way of email;
- In addition, Navado will also be enhancing its already stringent cleaning routine at each of its offices. Whilst Navado regularly cleans and disinfects all surfaces including desks, chairs, reception areas and handles we will attend to such cleaning even more frequently to allay any hygiene concerns you may have.

Please note that this policy may change in response to any further directives issued in the future.

Should you have any questions about Navado’s COVID-19 response, do not hesitate to contact our team on (02) 9233 4048. If you require any further information about COVID-19, we refer you to the Australian Government’s Department of Health website.

Regards - **Peter Zada, Practice Director**