



Coronavirus (COVID-19) Alert

It's fair to say that most of us would have never experienced the uncertainty felt across the globe due to the outbreak of COVID-19, with the full force and gravity of the virus yet to hit home for many.

Our absolute priority is to protect the health and wellbeing of our staff, clients and visitors by upholding existing workplace health and safety policies and implementing additional measures to minimise risk and optimise the safety of our people.

Our staff have been briefed with safety directions issued by government authorities which we anticipate may continue to evolve over the coming weeks. We ask, and trust that our clients and visitors will also follow recommendations such as self-isolation if you have recently travelled, are unwell or experiencing flu-like symptoms, stringent hand-washing practices, social distancing and any other protective measures recommended to prevent the spread of the virus.

We have increased hygiene practices in line with recommendations by regularly cleaning office surfaces throughout the day and have hand sanitizer available for your use at our reception.

If you are in self-isolation due to recent travel, or unwell, we will happily reschedule your appointment or provide flexible on-line or telephone appointments.

If you are okay but would simply prefer to conduct a meeting via teleconference or video conference, please let us know and we will do our best to accommodate your request.

We have set up a skype account, so if you do not feel comfortable attending in person, let us know and we can arrange a skype conference. Our Skype address is: admin@rtlegal.com.au

We trust that by working together and taking a unified approach, we can all play a part in minimising the spread of the coronavirus.

Finally, we have put together some legal information to help employers and employees during these difficult times and an overview of the Government's economic response aimed at

promoting business continuity during the crisis, and helping the economy recover afterwards.

[Information for businesses and individuals](#)

If you have any questions or concerns, please call us on **(03) 9459 5764** or email **admin@rtlegal.com.au**

Kind regards

The team at RT Legal

