



## Coronavirus (COVID-19)

**The Coronavirus outbreak is spreading quickly. McKean Park remains committed to all of its stakeholders including clients, staff, suppliers and business supporters.**

We are monitoring announcements made by the World Health Organisation, Australian Department of Health & Human Services, the Victorian Health Department, Federal and State Governments.

Protocols have been established to maintain continuity of our business for the benefit of our clients, staff and other important stakeholders. These protocols will change as and when circumstances require.

### Some of the initiatives undertaken to date include:

- Cancellation of all staff overseas travel, in line with the Australian Government's travel bans and the restriction of non-essential domestic travel.
- Encouraging any staff member who is ill not to attend work, regardless of the severity of the illness or symptoms, being specifically related to COVID-19.
- Ensuring staff self-isolate and report to their employer should they become aware they have had contact with a probable or confirmed case of COVID-19.
- Directing staff to utilise virtual meeting services rather than face-to-face meetings with external parties unless absolutely unavoidable. We are happy to make other arrangements, such as video or telephone conference, to continue working with on client matter.
- Providing readily available hand sanitiser and surface sanitisation products for use by employees, clients and other visitors to our office.
- Testing and evaluating remote office working arrangements.
- Investigating surge capacity to replace cleaning teams, if necessary.
- Monitoring the availability or restriction of consumable items and implementing contingency plans for any supply chain shortfalls.
- Sourcing alternative suppliers should any existing supplier not be able to fulfil its duties.

McKean Park is available to assist clients in planning for and responding to any escalated response to the Coronavirus, which may be implemented by Australian Health Authorities or Government directives. Should you require advice assistance or support please do not hesitate to contact any of our partners or senior lawyers.

We want to ensure you that while working remotely we are committed to maintaining our high-quality client service levels, including confidentiality at all times. We have tested our systems and infrastructure and we are confident we can continue to provide an outstanding level of service.

**We ask for your understanding and cooperation, as we adapt to these challenging circumstances.**

**McKEANPARK**  
LAWYERS

**Expert advice. Practical solutions. Personal service.**