

To all our Staff, Clients and Associates of our Firm,

Kelly & Creaghan has been closely monitoring the COVID-19 situation and wish to do everything in our power to ensure that our clients, staff, and communities are as safe as possible. In compliance with Alberta Public Health Advisories Kelly & Creaghan have taken some extra precautions with respect to our office operations.

We will continue to provide the same level of service you have come to expect from our firm, where possible we will work to be utilizing conference call and video conferencing in place of physical meetings. Understanding that there are times that a physical meeting will be required, we will be glad to meet with you at your convenience at your office location or ours.

We are aware that social distancing is an important part of the plan around containing this illness and would request that you attempt to first call or email our professionals. We especially caution that, if you are experiencing symptoms or meet the criteria established by the health authorities for self-isolation that you reschedule your visit to see us or arrange for a conference call or virtual meeting.

A maximum of two persons may meet with a K&C professional in our boardroom, you will be greeted at the front reception area which now has an acrylic screen in place - masks, gloves, hand sanitizer and personal pens are available. We have also implemented extra sanitizing measures on high touch surfaces such as door handles, counters, and boardroom table. Please under no circumstances if you are experiencing symptoms or in a period of self-isolation do not attend our office or transport physical records.

We have implemented a secure electronic means to supply information such as records at no additional cost. A call to the office and we can provide you instructions as to how to do that. Should you need to drop physical records our office remains open. Our policy is to allow all records dropped off at the front desk to sit for a three-day period prior to opening.

These have certainly been difficult and uncertain times and we appreciate your patience as we attempt to adapt our operations. Our primary goal is to ensure we have taken necessary precautions so that our staff, clients, and our communities are kept safe and further spread of this illness is stopped, without our clients noticing significant disruption in services.

If you have questions or concerns, please do not hesitate to contact one of the partners.