

有關預防新冠狀病毒的通告

本行員工、客戶、及社區的安全和利益為本行首要考慮因素。

為防止新冠狀病毒在社區蔓延擴散，本行已採取以下措施：

1. 本行密切關注香港政府、及其他有關權威的指引，採取有效防止新冠狀病毒擴散的預防措施。
2. 辦公室經常嚴格保持清潔，辦公室門柄把手、電話、工作間及通常觸摸的表面都經常消毒。為防患未然，本行已聘用一家專門消毒清潔的公司進行前後兩次徹底專業消毒清潔本行辦公室，包括公用地方及洗手間，最近一次消毒清潔為三月二十一日。如有需要，本行會採取再度消毒或其他措施。
3. 本行已指示員工格外注意個人衛生和健康。如感不適或有任何疑似新冠狀病毒病徵，應盡快求醫。
4. 本行會繼續監察新冠狀病毒的情況並採取合適的措施。如有查詢，請致電 25265502。

周卓如律師行

2020年3月25日

Notice on Prevention for the Covid-19 Coronavirus

The safety and interest of all our staff, clients and community is our top priority.

To prevent the spread of Covid-19 Coronavirus in the community, the following measures have been taken by our firm :-

1. We follow the precautionary measures as advised by Hong Kong Government and other relevant authorities for effective prevention of the spread of the coronavirus.
2. Office cleaning is maintained at a high standard, and door handles, phones, workstations and other frequently touched surfaces are disinfected regularly. As precautionary measure, we have already engaged a cleaning company specialized in dealing with disinfection to professionally disinfect and clean our whole office premises, including common areas and toilets on two occasions, the last disinfection and cleaning exercise has taken place on 21 March 2020. If necessary, further disinfection and other measures will be taken.
3. We have instructed our staff to take extra care in maintaining their personal hygiene and health. They have been advised to seek medical assistance as soon as they feel unwell or have any symptom consistent with possible infection by coronavirus.
4. We shall continue to monitor and manage the new situation and respond as appropriate. In case of any question, please contact us at tel: 25265502.

Kwan & Chow, Solicitors

25 March 2020