

March 17, 2020

## To Our Valued Clients Regarding Coronavirus (COVID-19)

PIB has been closely monitoring the daily developments pertaining to the COVID-19 pandemic.

Our first priority is ensuring the safety of our staff and their families, while ensuring continued service to all of our clients.

As the events of the COVID-19 outbreak have unfolded, we have activated our pandemic response plan and have enacted the following measures:

- Replacing face-to-face meetings with video and phone conferencing.
- Postponing all non-essential travel.
- Implementing self-isolation policies for our staff returning from travel outside of Canada.
- Promoting social distancing protocols and procedures in our offices, including asking our clients to refrain from visiting if they are symptomatic or have returned from travel outside of Canada in the last 14 days.
- Enabling remote work-from-home options where appropriate.
- Increasing sanitization measures throughout our offices.

Our approach to managing this situation continues to be guided by evidence-based information published by the [Public Health Agency of Canada](#), and the [World Health Organization](#). We are carefully reviewing updates to determine our course of action, and as this is a constantly evolving situation we will continue to provide coronavirus updates to you via [www.pib.com](http://www.pib.com).

In the meantime, we are here to assist you in any way we can.