



May 22, 2020

The health, safety, and well-being of our court reporters, employees, and clients is Dicta's top priority, and we are following the lead of Canadian public health authorities at this important time.

I want to assure our clients that we are taking all appropriate measures to ensure our office is safe.

I have implemented additional measures to ensure your safety as well as the safety of our team, including:

- A limited number of court reporters will attend in-person proceedings. Physical distancing and Alberta Health Services guidelines must be followed at the location
- With guidance from Alberta Health Services, any jobs booked to be held at Dicta's office in the upcoming weeks may be deferred to remote Questioning via Zoom
- Any visitors to our office will be asked to sign in and complete a screening questionnaire
- Anyone who is experiencing cold-like symptoms will be asked to leave the office immediately
- Employees or court reporters who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) will not attend any workplace and will be in isolation for 10 days from the start of symptoms or until symptoms resolve, whichever takes longer
- If an employee or court reporter comes to work sick or becomes sick while at work, they will be directed to go straight home and begin isolation immediately
- Enhanced daily cleaning and disinfecting protocols in our office
- Enhanced cleaning and disinfecting protocols for reporters' equipment
- If you or your client are feeling unwell, we would ask that you refrain from visiting our office or asking the court reporters visit your office
- If court reporters attend proceedings where any of the parties are unwell or AHS guidelines are not followed, they may use their discretion and remove themselves from the proceedings

Please know that Dicta is doing our part by putting these policies in place so that we are all protected.

Again, we continue to monitor this situation closely and will provide any updates as needed.

Thank you.

A handwritten signature in blue ink that reads "Sheralee Morrison". The signature is written in a cursive, flowing style.

Sheralee Morrison
President, CSR(A)