



March 23, 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:

- Any jobs booked to be held at Dicta's office in the upcoming weeks may be deferred to remote Questioning via Zoom so all parties can attend via video
- Reduced hours in our office: Monday to Friday - 9:00 AM to 2:00 PM
- Reduced staff to ensure social distancing protocols are met
- Staff with any symptoms of fever, cough, cold, or flu will self-isolate for 14 days
- Enhanced daily cleaning protocols in our office
- Enhanced cleaning protocols for reporters' equipment
- If you or your client are feeling unwell or have travelled outside of Canada after March 9, 2020, we would ask that you refrain from visiting our office
- If court reporters attend proceedings where any of the parties are unwell, 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".

Sheralee Morrison
President, CSR(A)