

# ENHANCED OFFICE PROTOCOLS FOR COVID-19

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We are closely monitoring updates from national public health authorities and our local governmental offices regarding the easing of restrictions on the opening of business offices and allowing increased numbers of staff to work on-site.

fall and testing increases. We have established protocols to ensure we meet the requirements of any government and public health directives and are ready to return to work in our office as soon as authorization is granted.

While no current timeline exists, it is anticipated that the reopening of businesses will be done in phases, as numbers from COVID-19 infections

As we phase back into working in our office, there are certain protocols that we must follow without exception:

## DO NOT come into the office if:



You have shortness of breath, fever, chills, muscle pain, bluish lips or face, new confusion or inability to arouse, loss of taste and/or smell or a combination of these symptoms: cough, headache, sore throat, sneezes or body ache.

You have a family member who you have seen recently who is under investigation for COVID-19 in the last two weeks.

You or a family member you have seen or are living with have been exposed to someone with COVID-19 in the last two weeks.

You have been diagnosed with COVID-19.



Immediately contact a partner or designated office administrator if you experience COVID-19 symptoms so that we can notify co-workers of possible exposure. The CDC advises that symptoms of COVID-19 can range from mild (or no symptoms) to severe illness. Please do not leave mild symptoms unreported. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Upon returning to the office, it is crucial we remain vigilant by taking preventative measures to protect the health and wellness of our staff. Every aspect of our operations will be considered in terms of the health and safety of our community.

## IN-PERSON DEPOSITIONS, MEDIATIONS AND COURT APPEARANCES

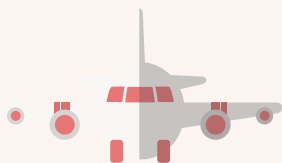
If you have a deposition, mediation or court appearance, and it is not being conducted telephonically or by other virtual means such as Zoom, Microsoft Teams, GoToMeeting, Webex, etc., please follow this protocol:

- Ask all parties, and the court (if necessary), to conduct the proceeding remotely via a virtual platform.
- If necessary, file a motion with the court, as promptly as possible, to conduct the proceeding remotely.
- If the motion is denied, seek an adjournment.
- If the adjournment is denied, contact a partner.



## TRAVEL RESTRICTIONS AND VISITORS

Cases of COVID-19 have been reported in all states, and some areas are experiencing community spread of the disease. Travel increases your chances of getting and spreading COVID-19. Therefore, it is firm policy that:



- All business air travel continues to be prohibited, until further notice.
- All use of mass transit continues to be prohibited, until further notice.
- No visitors will be allowed in our office.

Additionally, when at home, we strongly recommend taking precautions in limiting close contact with others when running essential errands such as grocery shopping, getting delivery/takeout food, banking, getting gasoline, going to the doctor or getting medicine, etc. The CDC provides advice about how to meet these essential household needs in a safe and healthy manner.

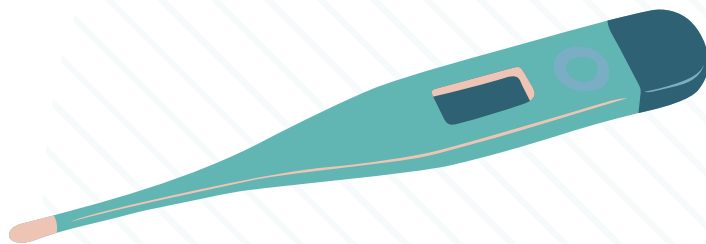
# TEMPERATURE POLICY

We are implementing a procedure to report temperature readings each day before an employee enters the office. All staff reporting to work must first take their temperature at home and text their temperature to the designated partner or office administrator.

A log will be kept of daily temperature readings. Do not report to work if you have a temperature of 100 degrees Fahrenheit (37.7 degrees Celsius) or more. Thermometers have been purchased for every staff member and will be distributed once the shipment arrives. We have also purchased non-contact thermometers for the Princeton and Philadelphia offices. Each employee entering the office will have their temperature checked again when they arrive in the office.

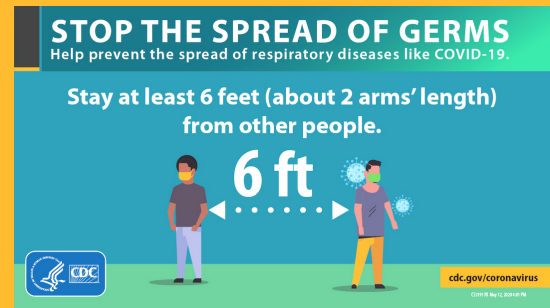
In the event that an employee returns a high temperature, we have established the following protocol:

1. Determine if additional symptoms exist; if so, the employee will be advised to contact their doctor immediately and arrange for coronavirus testing. If no other symptoms are present, the employee must remain at a normal temperature for at least 72 hours, without the use of symptom-reducing medication, before returning to the office.
2. If the employee has arranged for testing, staff will be notified to confirm that no other employees have come into contact with the identified individual in the last two weeks. If someone has, that person will not be permitted in the office until the individual has verified that they have tested negative for COVID-19.
3. The employee will be advised to keep an updated report on their status. Upon results of testing, the rest of the staff will be notified.



## SOCIAL DISTANCING

Knowing how the virus spreads is key to implementing the right prevention measures. According to the CDC, the best way to prevent illness is to avoid exposure through the following person-to-person contacts: (1) between people who are in close contact with one another (within about 6 feet); (2) through respiratory droplets produced when an infected person coughs, sneezes or talks; (3) these droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs; (4) some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.



Social distancing, hand-washing and protective equipment have been identified as effective measures in preventing the spread of COVID-19. These topics are covered below and in the next section.

- Continue to maintain safe (6ft.) distance from other employees at all times. We plan to have an empty cubicle between every paralegal and an empty office between every attorney to ensure appropriate distancing.
- Every employee must eat their lunch at their desk and not in the breakroom.
- Attorneys with offices directly across from cubicles must keep their office door closed at all times.
- No in-person meetings, even in the office. All meetings will be by phone, Zoom or WebEx.
- One person at a time will be allowed in the breakroom and a designated office administrator will provide permission for use of the breakroom and monitor its use. When you enter the breakroom, shut the door slightly which will indicate the room is in use.
- Use of the refrigerator and freezer is prohibited, until further notice. We will empty the refrigerator and discard all of its contents.
- One person at a time will be allowed in the workroom and a designated office administrator will provide permission for use of the workroom. When you enter the workroom, shut the door slightly which will indicate the room is in use.
- One person at a time will be allowed in the file room. When you enter the file room, shut the door slightly which will indicate the room is in use.

## HAND-WASHING AND PROTECTIVE SUPPLIES

The following measures are required and are being implemented in this regard:

**Hand-washing:** Hand-washing is still one of the most important things we can do to stop the spread of this virus. Please wash your hands frequently, at least several times a day, if not more, and continue to avoid touching your face as much as possible. Additional key times to wash hands include after blowing one's nose, coughing, or sneezing, after using the restroom, before eating or preparing food, and after contact with animals or pets. Additional supplies of hand soap and all cleaners have been ordered.

**Masks:** Masks will be worn by employees at all times while in the building. A supply of masks has been ordered, but these may be subject to shipping delays.

To ensure surgical masks and N-95 respirators are reserved for healthcare workers and other medical first responders, the CDC recommends wearing cloth face coverings in public settings, such as the workplace. The cloth face covering is meant to protect other people in case you are infected, and it is not a substitute for social distancing. In lieu of the masks we are providing, you are welcome to use simple cloth face coverings in the office, as long as they:

- Fit snugly and are comfortable against the side of the face
- Are secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Can be laundered and machine dried without damage or change to shape

**Cleaning of High-Touch Areas:** High-touch common areas, including flat surfaces in the workroom and breakroom, will be disinfected at least three times a day. Alcohol wipes and disinfectant are available for employee use at their personal work stations.



## COMMON AREAS

The following procedures pertaining to common areas will also be implemented:

- Please utilize hand sanitizing stations in the lobby as soon as they are installed.
- Wear facemasks at all times in the building, not just the office.
- Maintain social distancing at all times.
- **Elevators:** Please limit number of elevator occupants to a maximum of one person to allow for social distancing.
- **Restrooms:** Please restrict use of the restrooms to one person at a time for the men's room and women's room, except in emergencies. Before using the restroom, please see the designated office administrator who will be monitoring everyone's access to the office restrooms. This individual will be maintaining a log and can inform you if the restroom is currently in use.



**THESE DIRECTIVES ARE IN PLACE TO PROTECT THE HEALTH OF OUR STAFF AND THEIR FAMILIES. WE CAN ONLY ACCOMPLISH THIS BY ENFORCING THESE RULES, WITHOUT EXCEPTION.**

# Q&A

There is no handbook to the 'new normal' of business. Everyone has questions as we face these unprecedented times. Below are some additional answers to some of the questions you may have, and we will continue to monitor and provide answers to these pressing issues as they arise.

## **What do I do if I begin to show symptoms of COVID-19?**

- Notify a partner or designated office administrator if you begin to experience symptoms. You may be asked to work from home or use PTO to stay home.
- Contact your doctor immediately.
- Continue to keep the partner or designated office administrator updated on your status. Practice self-monitoring and self-quarantining while at home.
- You may not return to the office until symptoms are gone for 72 hours, without the use of symptom-reducing medication.

## **What will happen if I or another employee tests positive for COVID-19?**

- If an employee learns of this while in office, they will be sent home immediately. However, any employee who is tested for COVID-19 should not come to the office until results are received. Even if the results are negative, the employee must work from home for the next 14 days.
- All office employees will be notified of the exposure and sent home.
- The office will then be closed for deep cleaning.
- All employees from other offices will be notified.
- All employees will be advised to self-monitor for 14 days, and to reach out to a doctor if they start to exhibit symptoms. Continue to self-monitor and self-quarantine at home.
- The positive-tested individual must continue to self-monitor for 14 days after the date in which they are considered "recovered." COVID-19 Recovered is determined by: Two negative swab tests, separated by at least 24 hours, or at least 72 hours after both respiratory symptoms and fever have fully resolved, without the use of symptom-reducing medication.

## **What do I do if one of my family members shows symptoms of COVID-19?**

- Notify a partner or designated office administrator if your family member is exhibiting symptoms. Depending on the circumstances, you may be asked to work from home or use PTO to stay home. If this is the case, you should practice social distancing and self-monitoring.
- Continue to keep the partner or designated office administrator updated on the status of your family member.
- You may not return to the office until your family member's symptoms are gone for 72 hours, without the use of symptom-reducing medication.
- If your family member develops COVID-19, then follow the guidelines below.



# Q&A

## **What do I do if an employee's family member tests positive for COVID-19?**

- If notified while in the office, you will be sent home immediately and you must work from home.
- While home, you should self-quarantine, distance from the sick family member if possible, and self-monitor as per company and CDC guidelines.
- All office members and building management will be notified of the possible exposure.
- Continue to self-monitor for 14 days after the date in which the family member is considered "recovered." COVID-19 Recovered is determined by: Two negative swab tests, separated by at least 24 hours, or at least 72 hours after both respiratory symptoms and fever have fully resolved, without the use of symptom-reducing medication.
- If you begin to develop symptoms, follow the guidelines above.

## **What do I do if COVID-19 is present in the offices of another business in our building?**

- All communications from building management will be shared with company leadership and all office members.
- Any staff member who may have come in contact with an infected person working in our building will work from home and self-monitor for 14 days.
- The building owners will implement a plan to deep clean all building facilities. If not, alternative arrangements will be made.
- Employees will be advised to self-monitor for 14 days and keep updated reports of their situations.
- Continue to self-monitor and conduct proper social distancing at home.
- Should an employee develop symptoms or test positive for COVID-19, follow the guidelines above.

## **Additional Information**

For more information on COVID-19 symptoms and prevention, please visit the CDC's website. You may also find the following links helpful.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

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Penn Ctr Plz, Philadelphia, PA 19102  
215 - 546 - 2776

420 Walnut Avenue  
San Diego, CA 92103  
619 - 269 - 5931

1200 G Street, NW, Suite 800  
Washington, D.C. 20005  
212 - 643 - 9668

2204 Park Place  
Ponte Vedra Beach, FL 32082  
800 - 458 - 1940

3100 Cumberland Blvd, Suite 1460  
Atlanta, GA 30339  
404 - 848 - 0115

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Sugar Land, TX 77478  
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325 N. Saint Paul Street, Suite 3100  
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10675 Willows Road, NE, Suite 250  
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425 - 869 - 4040

10740 Meridian Ave North, Suite 500  
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