

Feldman Shepherd Wohlgelernter Tanner Weinstock Dodig LLP Return-to-Office Guidelines

REVISED 06/15/2020

1. We will perform non-contact forehead thermometer scans of **everyone** arriving at our office. Individuals with temperatures over 100.4 degrees Fahrenheit may be refused admittance to our office.
2. All MUST disclose:
 - a. Exposure to a suspected or confirmed case of COVID-19.
 - b. Presence of any one or more symptoms of COVID-19 including but not limited to:
 - i. Elevated temperature (above 100.4 degrees Fahrenheit).
 - ii. Cough.
 - iii. Shortness of breath or difficulty breathing.
 - iv. Repeated shaking with chills
 - v. Muscle pain
 - vi. Headache
 - vii. Sore throat
 - viii. New loss of taste or smell
3. Upon arriving at the office each day, all MUST self-certify that they have not been exposed to a suspected or confirmed case of COVID-19 and/or do not exhibit any symptoms described in 2., above. This self-certification will be provided as a “click to accept” PDF document.
4. We may impose limitations to the number of people permitted in the office at one time. Support staff may be asked to adopt a different work schedule if they are in a location that does not provide social distancing. Alternatively, we may relocate staff to areas with adequate social distancing.
5. All must practice social distancing – maintain a 6-foot distance from anyone else.
6. The lunchroom is closed until further notice. Please eat your lunch at your desk. Coffee/soda/water will be brought to you by Epiq staff.
7. There will be capacity limits in our conference rooms. Use of conference rooms is discouraged unless no other alternative is available.
8. All MUST wear masks outside of an enclosed office or when interacting with anyone else in any location. If you do not have one, we will supply you with a mask.
9. We will regularly disinfect all "high-touch" surfaces - door handles, copy machine touch screens, etc. We will provide disinfecting supplies for you to do the same in your work area.
10. Upon request, the firm may permit vulnerable employees or employees with childcare or other personal issues to:
 - Return to the office on a part-time schedule.
 - Continue working from home for an indefinite period.
 - Requests are to be submitted to Gil for consideration by the partners.

11. The file room will be off-limits to Feldman Shepherd employees. All transactions will take place at the file room door.
12. The supply room is off limits to Feldman Shepherd employees. Requests for supply items will be handled by Epiq staff.
13. Doors will be propped open during business hours if the front desk is staffed and while the space is occupied.
14. We may employ a rotating work schedule to accommodate capacity control, social distancing, or other concerns.
15. If you are exposed to a confirmed or suspected case of COVID-19, notify us as soon as you can so the firm can respond appropriately.
16. Business or social visitors are discouraged. Visitors must wear a mask, answer the self-certification questions described in (3), above, and will have their forehead temperature taken.
17. Face-to-face meetings are discouraged – please use any of the three virtual meeting platforms in use (GoToMeeting, Office Teams, Zoom).
18. Our core restroom maximum occupancy is 2 for both the men’s and ladies’ bathrooms. Before using the main restrooms please check the current number of occupants.
19. If you use the ADA restrooms, please disinfect any surfaces you touch before and after you touch them. Disinfecting wipes will be provided.
20. Note that the building will impose additional guidelines, including maximum number of passengers on elevators, wearing masks, and practicing social distancing in building common areas, etc. See the attached from the Building Manager.