
MEMO TO ALL EMPLOYEES



RE: RETURN TO WORK

June 9, 2020

When you return to the office there will be various changes in the way the office looks. In addition, we will be implementing new practices and protocols until such time as COVID 19 is no longer a public health threat. COVID 19 protocols will likely be in effect for the foreseeable future. We understand that some of these changes may be difficult, and we are here to support you. Our goal is to ensure that everyone at WWD and all of the guests and visitors to our office feel safe and secure so together we can navigate the complexities of our “new normal.”

Safety procedures are necessary for the good and welfare of all of us, and for this reason, ***they must apply to every employee as well as to all guest and visitors- no exceptions.***¹ Please review this memo at your earliest convenience. By signing the last page, you acknowledge that you have taken the time to read it and understanding the procedures we have put in place.

If you have any questions at all, please contact Deborah Willig at ext. 666 or the Betty Rogers at ext. 624.

In the first instance and for the safety of all, please monitor your own health and wellbeing before you come into the office. Please check your temperature each morning and stay home if you are not feeling well.

Employee Exposures

- **Employees with COVID19 symptoms** must remain at home and contact their primary care physician (PCP) to determine if testing is required and when they can safely return to work.² We will provide a form for your physician to complete regarding your return to work.
- **Employees who are directly exposed.** Directly exposed employees (more than 5 minutes within 6 feet of a person with COVID19) must self-quarantine for 14 days and will not be permitted to return to work until and unless they are symptom free.
- **Employees who test positive for COVID19.** Any employee who tests positive for COVID19 must remain at home for a minimum of 14 days from when they were directed to test and may not return to work until they are fever free for 72 hours without medication (Tylenol, ibuprofen, etc.), and their PCP has cleared the person for return to work.

¹ This requirement is subject to the requirements of state and federal law regarding accommodations for disabilities.

² See Attachment A for list of Covid 19 symptoms.

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- **Employees who are awaiting COVID19 testing/test results.** An employee awaiting testing or test results will remain at home until they test negative, are fever free for 72 hours without medication (Tylenol, ibuprofen, etc.), and their PCP has cleared the person for return to work.
- Employees who remain at home for any reason due to viral illness must contact the Office Administrator regarding their symptoms and testing/return to work status.

Temperature Checks & Pulse Oximeter Readings

- All WW&D employees (including temporary Employees and contracted employees) will have their temperature and pulse oxygen checked each day upon arrival with a no contact thermometer and a pulse oximeter after clocking in. See Attachment "C".
- Anyone with a temperature of 100.4 or above will be sent home immediately. **No exceptions.**

Face Masks

- CDC Now Recommends Wearing Face Coverings or masks in public spaces which fully cover the mouth and nasal passages. So, masks must be worn in any area outside your office or work space. **No exceptions.** Avoid touching your eyes, nose, and mouth when removing your mask and wash your hands directly afterwards.
- It is mandatory that employees wear a mask while at work, except when an employee is using break time to eat or drink.
- You must have your face mask on prior to entering our office location and make sure it stays on throughout the day.
 - If an employee does not have a mask a disposable mask will be provided to them by the Office Administrator.
 - Please note: These masks are not intended for use in surgical or clinical settings where significant exposure to bodily or other hazardous fluids may be expected or where the infection risk level through inhalation exposure is high. This mask will not prevent you from contracting COVID-19, but if used correctly, it may reduce your chance of spreading the virus.
- Disposable face masks will also be available for guests/visitors from the Office Administrator.

Gloves

- The firm will be providing gloves for as long as we are able to secure them. However gloves can be problematic if not used correctly. But for single use to deal with multiple exposures, then disposal, they are great.

Examples:

- **Wrong use:** put them on in the morning, have hundreds of exposures, then peel them off and throw them (wherever)--or WORSE, reuse them. The reasons for this is: The latex collects exposures, traffics and deposits them and can give a false sense of security --e.g., as people touch their face with contaminated gloves. In addition, gloves should not be reused unless washed, or left in an open area for a day or more.
- **Right use:** Single purpose use (e.g., separate or handle mail, followed by responsible disposal in a closed receptacle immediately after use); remove gloves from wrist down (i.e., so they are inside out after use), and do not touch your face. The best use is where surfaces may be contaminated, multiple touches will occur, and it is impractical or not possible to wash hands between touches.

Clean your hands often

- Wash your hands upon entering the office and each time you go out and return.
 - There is soap in the kitchen sink and in the bathrooms.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry; no not wipe the sanitizer off.
 - The Firm will provide hand sanitizer to refill your travel and desk bottles and sanitizer stations.

Public Spaces

- Simply put: Stay 6 feet away from others at all times.
- Please continue to practice social distancing throughout your day, including lunch.
- There should be no gathering (3 or more people) in hallways, kitchens, bathrooms offices, lobbies, copier rooms, file rooms or conference rooms.
 - Chairs in reception areas and conference rooms will be marked DO NOT USE to assist with this process.
- If you need to talk to another employee, call instead; do not visit anyone's workstation or office unless necessary.
- Non-professional employees will be returning to work on staggered shifts to limit gatherings in common areas.

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- Non-professional employees will be assigned specific shifts. You cannot come to the office on a different shift unless such a change is approved by the Office Administrator.
- Conference rooms have capacity limits:
 - Conf. Room 1 - 4 people
 - Conf. Room 2 - 4 people
 - Conf. Room 5 - 5 people
 - Conf. Room 6 - 3 people
 - Conf. Room 7 - 10 people
 - Conf. Room 8 - 5 people
 - Conf. Room 9 - 4 people
 - Conf. Room 10 - 5 people
 - Conf. Room 11 - 8 people
 - Conf. Room 12 - 4 people
 - Conf. Room 13 - 4 people
- Lobby areas: Visitors and employees must remain 6 feet from the receptionist at all times:
 - Chairs will be marked showing which chairs can be used.
 - Magazines will be removed the lobby,
 - UPS mailings will no longer be done from the lobby. We will advise you of the protocol to be used for UPS mailings.
- Lobby signs will notify guests and visitors that masks are to be worn at all times.
- A plexiglass divider will be placed at each reception desk for the protection of the receptionist when guests come in for meetings.

Minimizing Office Exposure

- For at least the next 2 weeks, attorneys are encouraged to continue to work from home when possible. Attorneys must note on their calendar when they are working from home.
- Attorneys who are working in the office should remain in their office to the extent possible. When using conference rooms or attending meetings in other offices, all attorneys must wear a mask and practice social distancing.
- Support staff should remain in their work area to the extent possible. There can be no congregating in cubicles or any common areas.
- Disposable gloves, disinfectant supplies, and disposable masks will be made available to the extent available. Remember these items are in short supply, so if you want to bring your own protective items, please do so.
- Supplies provided by the firm are for your use in the office.
- Guests and/or visitors who do not have a mask when they enter the space will be provided with a disposable mask.
- Masks are very difficult to obtain. Employees are asked to supply your own masks/facial coverings to the maximum extent practicable.

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- Common office facilities, including copiers, printers, coffee stations, postage meters, and other equipment must be cleaned. Disinfectant and paper products will be available in common areas. Employees must disinfect every machine after each use. (E.g., wipe copier and postage meter keypads, the coffee pot or Keurig coffeemaker, vending machine buttons, the spring water handle, etc.)
- Employees must wash hands for 20 seconds: 1) each time you come on site (in the morning, or after you go off site); 2) when you are in a restroom, and 3) after eating.
- Surfaces in conference rooms will be wiped down before and after use by the support staff.
- Please continue to practice social distancing throughout your day, including lunch. There should be no gathering (3 or more people) in halls, kitchens, bathrooms.

Office Cleaning

- General areas will be cleaned every day by Calvin starting at 10:30. He will disinfect the common areas including the following:
 - Kitchen counters, faucets, fridge handles, cabinet handles, Keurig, water machine, toaster handle, dish washer handle, microwave handle and buttons
 - Reception: couches, chairs, front door handles, sanitizing station
 - Conference Rooms: chairs, tables, cabinet handles, doors, remotes, light switches
 - Hallways: light switches, doors and handles of all offices, shared printers and copiers, cabinet handles and counters

Clean and Disinfect Your Work Area Often

- You must sanitize your personal work area each day before you leave. All employees will be given cleaning supplies and should wipe down their personal workstations (desk, chairs, keyboards, mouse, drawer handles, pens, staplers, etc.) at the beginning and end of each work shift. **DO NOT** share your work equipment with anyone (stapler, pens, paperclips, etc.). Each workstation should have their own equipment and supplies for use. **There will not be shared equipment.**
- All equipment (i.e., copiers, mail machine and printer equipment) should be wiped down at the end of each use; wipes will be set next to each piece of equipment.

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Guests & Visitors

- Guests/Visitors will be informed of safety practices when they enter the lobby.
- A WWD safe practices handout will discuss social distancing, use of facilities, facial covering, hand washing, staying in a room, etc. A copy of the guest and visitor safety policies will be available in the reception areas. **See Attachment B.**
- We will provide a reception area sign that provides: “For your safety and ours, guests and visitors: 1) must wear a mask or facial covering at all times; and 2) must wash their hands.”
- Guests and visitors cannot be admitted to the office unless they wear a facial covering that fully covers the mouth and nasal passages.
- Disposable masks will be available in the reception areas.
- Visitors will be asked to disinfect or wash their hands before entering the premises. If the guest wants to wash their hands, support staff will escort them to the wash room, and explain the access procedure.
- Guests should be scheduled to a designated conference room or office. When a guest/visitor arrives, support staff will meet them in the lobby and escort the person to the scheduled room.
- For tracking purposes, a form must be filled out for each visitor in attendance at each meeting. **See Attachment “C”**. The Conference Room Schedule must identify each person at the meeting.
- Shared food will not be ordered for guests or consumed in conference rooms.
- Conference rooms must be thoroughly disinfected after use by support staff: wipe table surfaces, chair arms, telephone, coffee maker handles/buttons, door handles.
- Visitors will be required to employ social distancing from other persons to the maximum practicable extent. (No hand shaking, hugging or other physical contact).

Internal Firm Contacts

- Support staff should remain in their assigned work space as much as possible. (There will be no visiting in cubicles, walking about, hanging out in kitchen, bathroom, coffee or copy areas, etc.)
- To the extent that employees need to confer with other employees, they should do so by telephone and email and to the maximum extent possible.
- When employees confer in person with other employees, they are urged to schedule a conference room, or use an office, and remain 6 feet apart. Social distancing must be followed in all conversations, and masks worn in public places (including halls and conference rooms).
- Hugging and kissing are prohibited.

Kitchens

- To ensure social distancing in the kitchens, no more than 3 people will be allowed in the 24th Floor kitchen or 4 persons in the 25th Floor kitchen at any one time.
- The kitchen is only to be used for washing dishes, storing/retrieving/heating food or beverages, using the vending machines, or getting supplies.
- Unfortunately, until further notice, lunch cannot be eaten in the kitchen.
 - Employees may eat lunch at their desk. Please bear in mind that we share a common work space. Food with strong odors/spicing is not to be eaten inside the office (e.g., garlic, onions, Chinese food, cheesesteaks, hoagies) or kept at your desk.
 - Employees should keep an insulated cooler bag or a small cooler at their desk to keep lunches or food cold as the refrigerators in the kitchen should not be used.
 - Cubicles will be designated for lunch time use by support staff who do not have an assigned work area.
- It is important that you minimize your time in the kitchen: the kitchen is no longer for visiting and chatting. There are other people waiting to use the kitchen, especially between 11:30 am and 2:00 pm., and only 3 can enter at a time.
- There will be no more pretzels on Thursday's. Sigh...
- There will be no more shared milk for coffee. We will provide k-cups with creamer.

Ice Machines

- May be used with gloves and with the scoops inside the machines. Scoops must be placed back in the holders after use.

Bathrooms

- **Only two (2) people** will be allowed in a four person bathroom at any one time.
- On the 24th floor, one person at a time will be allowed to enter from each side.
- The stall, sink, and towel dispenser closest to the doors should be used.
- The women's bathroom foyer area is not to be used as a pass through.
- Wash or disinfect your hands frequently during the day and avoid touching your face as much as possible. When washing, use plenty of soap, lather well, and wash for 20 seconds or more.
- Try to avoid touching surfaces with your skin after you wash your hands. Use a paper towel and dispose of it outside the bathroom.

Mail Room/Deliveries and Copiers

- Paper envelopes will be sprayed with disinfectant prior to sorting. Sorting will take place by someone who is masked and gloved.
- Overnight mail envelopes must be wiped down (disinfected).
- Plastic mail bins must be disinfected after use.
- Counters and facilities in the mail room will be disinfected daily.
- The telephone in the mail room should be disinfected after each use.
- Persons using the fax, copiers, printers and the postage meter must wipe touch surfaces (E.g., the equitrac) after use. (Please DO NOT spray disinfectant directly onto any buttons; use a paper towel.)
- All cardboard boxes must be wiped down upon delivery.
- **No congregating in the mail room.** Employees will no longer be able to gather in the copy room. Social distancing means that no more than 4 people can be in the copier room at one time.
- Copier use: There will be a sign-up sheet near each copier. Ask the person at the machine to add your name, if it is closer than six feet from the copier.
- **When you are close to completing your task at a copier, check the list and call the next person.**

In-Person Contact with Vendors

- Outside Vendors are allowed in the office and must wear masks and gloves (if they do not have a mask, they will be supplied by the Office Administrator).
- Our offices are available for clients and vendors to drop off documents and supplies only.

Will Signings

- Will be held in the larger conference rooms.
- Will only be held in the Philadelphia office until further notice
- Clients must be advised of the Guest & Visitor guidelines above when the appointment is scheduled.
- Clients must be advised to go directly to the 25th Floor or whichever floor conference room is scheduled on.

Properly Handling Documents

- Staff should wear gloves while handling documents from outside the office.
- Staff should scan documents whenever possible to the recipient; please wipe down scanners before and after each use.

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Entrances and Halls

- General doors that can be safely propped open will be kept open as to avoid touching door handles unnecessarily (kitchens, copy rooms, file rooms).

By signing this document I acknowledge that I have received and read the above document and the attachments and I understand what the protocols and procedures will be when the WWD offices reopen.

SIGN

PRINT NAME

ATTACHMENT A—COVID 19 SYMPTOMS

COVID 19 is a multi-symptom virus, that can manifest itself differently in each infected person. The following symptoms have all been found in COVID19 positive persons³:

1. Fever (generally defined as a temperature in excess of 100.4 degrees F)
2. Fatigue
3. Dry cough
4. Trouble breathing, chest tightness
5. Cold or flu symptoms: runny nose, sore throat, nasal congestion, diarrhea
6. Loss of taste or smell
7. Rashes or lesions on the toes or feet, resembling chilblains (“COVID toe”)—despite the name, the skin disruptions can also be found on the hands and fingers
8. Conjunctivitis/pink eye
9. Discoloration of the skin (skin becomes mottled, purple or red)
10. Dizziness, light-headedness or headaches
11. Tingling, fizzing or even burning sensation (generally, an immune system response).

You may have one or more of these symptoms and be COVID19 positive. The infection may present as simply as a cold, or as a catalogue of symptoms.

If you are sick with any viral symptoms, including the above, you must stay home and seek medical evaluation by a personal care physician.

Doctors throughout the Philadelphia area are practicing telemedicine and video medicine. A doctor is in the best position to evaluate your symptoms, track the evolution of your symptoms, and ensure that you receive appropriate medical treatment.

³ This is not a definitive list. COVID19 symptoms have changed and increased, and most likely they will continue to do so.

ATTACHMENT B—LOBBY MESSAGE TO GUESTS

We welcome you to WWD. For your safety and to protect you from COVID 19 while on our premises, we have taken several precautions:

- 1) WWD Staff will wear a mask while in any meeting or public area on the premises.
- 2) Public areas and frequently used surfaces (such as door handles, tables, coffee makers and other equipment) are disinfected frequently.
- 3) If you are here for a meeting, a conference room has been reserved for your use, and surfaces in the conference room (including the table, arms rests, and telephones) have been disinfected prior to your meeting.
- 4) Beverages will be available during your meeting, but not food, so that exposures are minimized during the meeting.

Please help us protect you and our Staff by following our COVID19 safety procedures:

- 1) Like our Staff, guests and visitors must wear a mask or facial covering at all times while on our premises. If you don't have a mask, a dispenser is located in the lobby for your convenience.
- 2) Please wash or disinfect your hands upon arrival – hand sanitizer is available in the lobby and the conference room, or our Staff will be pleased to escort you to a wash room.
- 3) Please remain in your scheduled meeting room to the maximum extent possible. If you need to use a bathroom, a member of our Staff will escort you.
- 4) Please do not go to any area of the firm unattended. Our Staff will assist you.

Someday in the future, COVID19 will hopefully be banished, and pose no risk for you, your loved ones or our Staff.

Until then, we thank you for your cooperation and understanding as we endure these changes in our safety procedures and office use.

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Attachment "C"



COVID-19 EMPLOYEE & VISITOR SELF-SCREENING CHECKLIST

The safety of our employees and visitors is the firm's primary concern. As the COVID-19 outbreak continues to evolve and spread globally, the firm is monitoring the situation closely and will periodically update our guidance on current recommendations from the Centers for Disease Control and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and cooperation.

I am a(n): Employee Visitor Contractor

Contact Information

Name: _____ Location: _____

Email Address: _____ Mobile Number: _____

Visitor's Company Name: _____

Name of Willig Williams & Davidson Host: _____

If the answer to question 1 below is YES, access to the facility will be denied.

1. Are you showing any signs of one or more of the following symptoms? Yes No
 - Temperature > 100.4°F
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Tiredness
2. Is the information provided in this form true and correct to the best of your knowledge? Yes No

If there has been any YES response to the COVID-19 Self Screening Checklist, please advise the employee or visitor to leave the premises. Notify the host, and notify the appropriate person to disinfect any common surfaces touched by the visitor. Advise HR of the incident.

All staff and visitors are expected to comply with office signage and to follow firm guidelines on social distancing:

- Staying 6 feet away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.
- Wearing face masks where required in common areas or as mandated by state or local guidelines.

EMPLOYEE TEMPERATURE: _____

EMPLOYEE %SP02 _____ PRbpm _____

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**SUPPORT STAFF RETURN TO WORK HOURS
EFFECTIVE 6/10/2020
MONDAY - FRIDAY**

LAST NAME	FIRST NAME	HOURS
Bayer	Lori	8:00-1:00
Andrews	Donya	11:00-4:00
Gaskins	Carolynn	11:00-4:00
Sauerwald	Margaret M.	8:00-1:00
Gibson	Calvin	10:30-4:30
Higgins	Pauline	8:00-1:00
Gold	Deborah	8:30-1:30
Hopkins	Lauren	8:00-1:00
Fowler	Carol	11:00-4:00
Fraser	Hilary	11:00-4:00
Patterson	Joann	8:30-1:30
Padulese	Angela H	8:00-1:00
Souane	Paula	8:00-1:00
Dickerson	Karla	11:00-4:00
Fleming	Carolyn	11:00-4:00
Roarty	Erin	8:00-1:00
Rivera	Yacheika	11:00-4:00
Nardini	Anne	7:30-12:30
Bohr	Colleen	11:00-4:00
Clark	Monique	8:00-1:00
Wozniak	Donna	8:00-1:00

off on 6/11
back on approx 6/16