



SAFETY PLAN FOR REOPENING SUITE 1100

as of June 12, 2020

June 2020:

We will continue to practice under Philadelphia's [Safer at Home](#) guidelines. There will be no changes to how we are currently operating: The attorneys who have been going into the office twice per week to scan snail mail will continue to do so and you can go in when you want. We ask you to continue alerting everyone to any physical office visits - and marking them in our group calendar.

After June 15th, we will reassess whether we would like to move to a structured physical office schedule and whether we have enough work to warrant having two people in the office daily from 9-5. Once we move to a physical office schedule, we want you to continue to work remotely for any remaining hours for as much as your work and/or reduced hours permit.

Returning to Work in the Physical Office

SCHEDULE:

- We will operate the physical office on a skeletal staff schedule similar to the one anticipated just prior to March 16th, but we want to incorporate a one attorney-one staff person team each day so that you are only working with your "BKW Work Buddy" at all times. Initially, we need to strictly follow the "work buddy schedule" to enable contact tracing should one of us or a household member contract COVID-19.
- We ask everyone to put "IN" on our group calendar when you are scheduled to work in the physical office and "WFH" when working from home.

MASKS:

- Unless eating, drinking or working in your own space, we want each of you to wear a mask - covering your nose and mouth - while working in Suite 1100. If you cannot maintain a minimum of six feet from your buddy or a visitor, please be sure to wear a mask.
- Although we will be discouraging visitors and continue to conduct as much business as we can via phone and videoconference, we recognize that attorneys may want clients in the physical office for remote hearings and that some judges do not allow clients to wear masks during remote hearings. If you can keep to a minimum of six feet away, you may meet without masks (but, we prefer you keep one on when in the presence of another person).
- We expect anyone scheduling a Suite 1100 meeting - attorney or staff - to instruct the client that we require all guests to wear masks and that they should feel free to reschedule or convert the appointment to videoconference if they or anyone in their household feels sick, noting in the calendar entry that these topics (COVID-19 protocols) were covered. We want the attached checklist sent to clients with all hearing notices and a staff member - to coordinate with the attorney - e-mailing the client the morning before to ask if they reviewed it and whether they have any questions. If you do not hear back from the client by that afternoon, you will alert the attorney to coordinate who should call the client.
- We expect all of you to enforce the mask rule with visitors - keeping one on and wearing it properly to cover both nose and mouth - from the moment they enter Suite 1100 unless keeping at least six feet apart when meeting in offices and conference rooms. NOTE: There is nothing we can do if they refuse to comply once in our suite, other than maintaining a safe distance and keeping your mask on.
- We will maintain a supply of disposable masks for employees and guests to use, but we encourage you to bring a cloth mask [as recommended by the CDC](#).
- If you want a [protective face shield](#), please ask our OM to order one for you now.

HANDS:

- We ask that all of you wash your hands with soap and hot water for at least 20 seconds upon entering, before snacking/eating and after using the bathroom at Suite 1100 [as recommended by the CDC](#). We encourage more frequent hand washing throughout the day (after blowing your nose/sneezing/coughing, before touching anything in the kitchen, etc.)
- We will provide hand sanitizer for use throughout the entire suite and encourage you to use it as much as you want. We want everyone to encourage all visitors to use hand sanitizer too via the contactless pumps throughout our suite.
- We will provide disposable gloves for everyone's convenience or comfort, but we are not asking anyone to wear them other than as indicated below. We want all gloves disposed of immediately after each use.
- Please try to keep from touching your face throughout the day.

COMMON SPACE:

Disinfectant and paper towels will be provided for each office and common area. We expect the following use-cleaning protocols to be followed by everyone:

- Only you can use your workspace and the items in it.
- Try to limit bathroom use to one person at a time whenever possible due to the size of that room.

- All individual attorney offices/conference room chairs and desk/table surfaces, the reception area (doorbell, door handle, chairs) and bathrooms (toilet-faucet-door handles (both sides) and sink areas) must be wiped down with disinfectant after each visitor. Please, use disposable gloves. Attorneys will be responsible for wiping down their offices; staff will be responsible for wiping down the reception area, bathroom and conference rooms.
- In the kitchen, you will wipe down all handles (fridge door, cabinets, microwave, coffee pot, dishwasher, faucet and water cooler) and any other common area you touch with disinfectant wipes after each **individual** use.
- Since we have a dishwasher, we intend to continue using glasses and mugs for guests. Please use gloves when retrieving these items and getting them into the dishwasher.
- Everyone will put their own dishes in the dishwasher.
- We want to limit the touching of the following common work area devices to the daily staff member:
 - Stamp machine, common area printer and file room copier and file room phone (to the extent possible)
- Use your own supplies (pen, stapler, staple remover, tape, scissors, letter opener, etc.) throughout the day. Individual carry pouches have been provided for convenience.
- We want to limit the touching of documents from clients by encouraging them to send documents electronically. For client meetings where new documents are presented in person, only staff members should retrieve those documents while wearing gloves, taking care to scan the documents, return them to the client and then immediately disposing the gloves and washing your hands.
- At the end of each workday:
 - A staff member will wipe down all common devices (those above and the Brother scanner-copier), using disinfectant and disposable gloves.
 - All individual work areas/offices must be wiped down with disinfectant and disposable gloves if used that day (specifically, your keyboard, mouse, desk surface and chairs (arms only if cloth), along with anything else touched in your office).
- At this time, we will not be installing plexiglass at the front desk. If anyone thinks that is necessary at any time going forward, please bring this to our attention.
- Please make sure to open all windows that can be opened during the workday in your individual workspace and common areas and to close them each evening. Fresh air is important to keeping our workspace virus-free.

Non-Client Visitors:

- No vendors will be allowed into Suite 1100. This includes messengers, mail delivery services (USPS, UPS, FedEx, etc.), office supplies, water deliveries and the shredding service. When these individuals arrive, we will meet them at the door and complete the exchange at the door, wearing a mask and disposable gloves. Deliveries should be opened wearing those gloves, being careful not to touch the contents. Dispose the box/envelope and then dispose your gloves. Please wash your hands/use hand sanitizer immediately after.
- All clients should be encouraged to leave their support teams at home. If these people are deemed "essential" to the client and the attorney approves the extra visitor, they may enter the suite but must wear a mask always unless eating, drinking, maintaining a minimum distance of six feet or testifying by videoconference.

- When we initially reopen, for the safety of you and our visitors, children under 18 are not permitted in our suite if at all possible. If they do need to be there, they must also always wear masks if over age 2.

Outside Attorneys Who Use Our Space:

- We will share our office use/cleaning protocols with visiting attorneys. Whenever possible, these attorneys will be booked in the large conference room and will be required to ask the staff member on duty for help with copying and beverages (these attorneys should be treated as a client/guest).
- We will instruct these attorneys to schedule their time in our office as far in advance as possible to limit visitors that use our physical space at one time.

Individual Responsibilities:

- We will not routinely take anyone's temperature. We will keep a contactless thermometer in the office for anyone who wants to check their temperature or if anyone develops a fever.
- If you or a family member feels feverish or sick, please stay home and work remotely. If you feel feverish or sick during a Suite 1100 day, please leave immediately after letting your work buddy and our pandemic safety officers know.
- We encourage everyone to privately "trace" their social contacts daily in case one of us tests positive.
- We encourage you to commute privately or with your work buddy or via other methods whenever possible to avoid contamination from public transportation. Once we move to a physical office schedule, we will cover your parking fees. If you have no option but to take public transportation or use a ride share service, please review and practice the [CDC guidelines](#) for doing so.
- Building management will only permit two people per elevator and no one is allowed to wait in the lobby. Please be sure to face away from another person in your elevator and maintain a distance of six feet when waiting to enter.

Steps we will take if there is a possible COVID-19 case:

We will follow the City's Guidance for Office Workers During COVID-19, including, but not limited to:

- Closing the physical office;
- Deep cleaning the entire suite;
- Encouraging everyone who came into contact with that person to get tested; and
- Encouraging the person who tested positive to trace their contacts and contact all those people to get tested.

Further information regarding social distancing and sanitation protocols encouraged by the Department of Health of the City of Philadelphia are available [here](#). Building management cleaning protocol e-mails are linked under 1528 Walnut.

We understand these changes may be difficult. We want everyone to feel safe to return to Suite 1100 and to take every recommended measure to ensure the safety of the entire BKW Family as we navigate the complexities of our new normal. Please let us know of any questions or suggestions for additional safety measures.

COVID-19 Client Checklist

1528 Walnut Street - Suite 1100 - Philadelphia, PA 19102

We are sharing this checklist because you will be visiting us soon. We ask that you review this list carefully and let us know if you have any questions or concerns. Either your attorney or a staff member will reach out to you the day before your visit to confirm that you have reviewed these safety precautions:

- You do not have any COVID-19 symptoms (cough, fever, shortness of breath, fatigue, chills, headache, sore throat, muscle pain, new loss of taste or smell and/or diarrhea)*.
- To your knowledge, you have not been exposed to anyone with COVID-19 symptoms*.
- You agree to let us know right away if you develop any symptoms once in our suite.
- You will not be bringing anyone else to our suite unless we approve another visitor.
- For our safety, you agree to wear a mask** when entering our suite (or ask us to provide a disposable one upon arrival) unless eating, drinking, maintaining a minimum of six feet from any employee or participating in a hearing by video. If we approve another visitor, that visitor also agrees to wear a mask under the same conditions.
- You agree to maintain a minimum of six feet from our employees when entering our suite. (Ring the doorbell, wait for an employee to unlock the door, enter once they step back, use the contactless hand sanitizer provided at the reception desk and take a seat in our reception area.)
- You have shared any documents for your meeting with us in advance so that there is no paper to exchange; or, you have alerted us that you will be bringing documents.

We encourage you to take all other safety precautions during your visit, such as refraining from touching your face, using hand sanitizer as needed, coughing/sneezing into your sleeve and washing your hands. Rest assured that we will be taking these same precautions with each other to ensure your safety too. In the meantime, we look forward to the day when we can greet you normally by shaking your hand or with a hug.

* You agree to reschedule or rearrange your visit to appear remotely if you have COVID-19 symptoms or believe you have been exposed to someone with symptoms.

** At present, our building management requires all visitors to wear a mask to enter. Also, only two occupants are permitted per elevator and you are asked to face away from any other occupant while in the elevator. No one will be permitted to wait in the lobby. Please maintain a six-foot distance from anyone else waiting to enter.