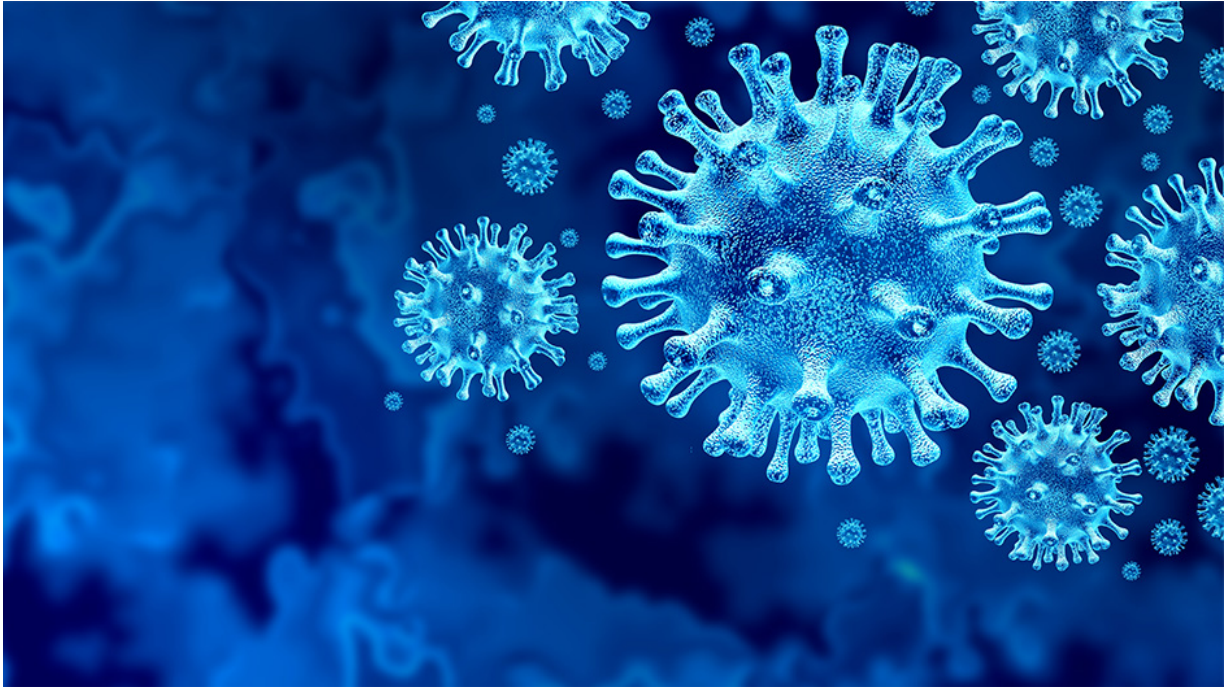


## RETURN TO OFFICE POLICY & PROCEDURE



### **ROMANUCCI & BLANDIN, LLC**

In response to COVID-19

*Effective June 8, 2020*

## **BUILDING GUIDELINES**

Employees are expected to follow all building guidelines at all times. As of now, the building will be requiring all individuals who enter to wear face masks. Building management will have restrictions on the number of people able to use elevators at a given time, and at this point are considering temperature checks for all individuals coming in to the building. We have ordered 2 touchless thermometers for use in our office as well. Our building is part of an international property management company and approximately 80% of their buildings in China are utilizing temperature checks. Leading up to June 1, building management will send out more frequent email communication that will be distributed to R&B employees. It is important to read these communications. Building guidelines have been created in association with CDC guidelines, which our employees are expected to adhere to, as well.

## COMMON AREAS: CONFERENCE ROOMS, KITCHENS, COPY ROOMS, HALLWAYS

The common areas in our office pose the greatest health risk to employees. The guidance below is not meant to be a suggestion, but rather a requirement for the conduct of each employee.

- All individuals must wear a facemask in any common areas. This includes hallways, copy rooms, supplies rooms, kitchens etc.
- Other than the main conference room off the reception area, all conference rooms will be closed and meetings should be conducted via telephone or video chat.
- Personal paper placemats (provided by R&B) should be utilized when surface contact is anticipated. For example, attending a meeting in the large conference where a cell phone, legal pad, and pen may be brought with you. The items should be placed on your personal placemat to limit surface contact and the spread of germs. The placemats must be disposed of in the trash after each use by the R&B user.

### **MAIN CONFERENCE ROOM**

- There will be no more than three (3) people allowed to meet in the main conference room at any time and they must maintain a social distance of at least 6 feet.
- The conference room must be cleaned with provided wipes BEFORE and AFTER each use by the R&B user.

### **COPY ROOM**

- There should be no more than one person in any of the three (3) copy rooms at any time.
- All copiers must be cleaned at all touch points with provided wipes BEFORE and AFTER each use by the R&B user.

### **KITCHEN**

Both kitchens will be closed other than the following exceptions:

- Sinks may be used for hand-washing.
- Water stations may be used (with your own water bottle brought from home). The lever must be wiped down with provided wipes both BEFORE and AFTER every use.

## **COMMON AREAS: CONFERENCE ROOMS, KITCHENS, COPY ROOMS, HALLWAYS, CONT.**

### **KITCHEN, Cont.**

- The tables and chairs are not to be used by employees.
- The regular plates, mugs, glasses, and utensils are not be used by employees. Paper plates, paper cups and plastic utensils will be provided.
- It is strongly encouraged that the refrigerator not be used. However, if you do wish to use the refrigerator, all food must be securely contained and labeled with initials. The handle must be wiped down BEFORE and AFTER each use with provided wipes.

### **HALLWAYS**

- Masks must be worn while walking in the hallways.
- There should be no congregating or meeting in the hallways.

### **RECEPTION AREA**

- The receptionist must wear a face mask at all times.
- Gloves should be used when opening or distributing mail or packages.
- Seating will be re-arranged in the reception area to allow for social distancing
- The client waiting room will not be used for meetings or as a waiting area.
- All visitors must wear masks.
- To the extent packages can be left outside of our front doors, receptionist shall make a reasonable effort to advise delivery people to leave packages outside of the door and retrieve them once it is safe to do so to minimize contact.

## **WORK SPACES**

### **ATTORNEYS**

- Attorneys should work with their doors closed at all times.
- Attorneys need not wear masks while working with their door closed.
- There shall be no meetings that take place inside the offices with the following exceptions at the discretion of the lawyer:
  - AMR, SDB, FAS and GAD offices. Any guests should sit at the maximum distance.
- Attorneys must sanitize their work space with provided wipes before and after their work each day.

### **STAFF/COMMON AREA CUBICLES**

- Any employee sitting in a cubicle should wear a face mask at all times, although not required so long as a social distance of at least six (6) feet is maintained.
- Employees must sanitize their work space before and after their work each day.
- The cubicle area is exclusively for the occupant. No one other than the occupant is allowed in the space. No pens, staplers, or offices supplies can be borrowed from the space.

## **GENERAL RULES**

### **MEETINGS**

- Daily and weekly meetings shall be held via Teams regardless of whether employee is working in the office or from home. There will be no in-person daily or weekly meetings.
- All efforts should be made to meet with clients via Zoom. If an in-person meeting is required, attorney is responsible for ensuring that a social distance of at least (6) six feet is maintained.
  - Attorneys are responsible for cleaning and sanitizing the main conference room space BEFORE and AFTER the meeting.
  - Any in person meetings must be approved in writing by the team leader.
- All efforts to stagger in person meetings so as to reduce congregation in the reception must be made.
- All vendor and referring attorney or other similar type meetings must occur via Zoom.

### **VISITORS**

- All visitors must wear masks at all times and have their temperature checked prior to entering R&B.
- All visitors may ONLY be allowed in the reception area and main conference room. Visitors cannot enter the office space beyond the reception.

### **TRAVEL**

- The restricted travel policy set by R&B prior to Covid-19 shut down remains in effect. Non-essential business travel is prohibited.
- Required business travel must be approved in writing by a Partner, with all efforts to attend instead via video or by phone conference.
- In the event that an employee chooses to engage in personal travel, they should notify Gina or Brenda immediately. That individual may be required to self-isolate/work from home for 14 days prior to returning to work.

## **GENERAL RULES, CONT.**

### **ILLNESS**

- Any employee who has a fever above 100 degrees or has signs of illness including but not limited to coughing, sneezing, vomiting diarrhea, etc. must remain at home. Employees will be allowed to work remotely from home if they are able and will not be deducted sick time if working remotely. If too sick to work remotely, employee must submit for a sick day. Employees may not return to work until they have been fever and symptom free for 72 hours.
- Any employee who has a member of their household who has a fever above 100 or has signs of illness including but not limited to coughing, sneezing, vomiting diarrhea, etc. must remain at home. Employees will be allowed to work remotely from home if they are able and will not be deducted sick time if working remotely. Employees may not return to work until their household member has been fever and symptom free for 72 hours.
- No employee shall be allowed to remain at work if they have a fever above 100.0
- Any employee exhibiting signs of illness, including but not limited to coughing, sneezing, vomiting, diarrhea, will not be allowed to work in the office and will be required to go home.
- **Mandatory Reporting:** Employees are required to self-report and/or if they observe another employee with fever or symptoms must report the same to any Partner or Brenda.

## STAFFING

- To ensure fewer people are in the office at any given time, to provide redundancy in the event of an office Covid-19 infection and for other such reason, we will be working on three different teams identified by R&B Colors: Blue, Grey and White.
- Two of the teams will alternate every other week. For example, the Blue Team will be allowed to be in the office the 1<sup>st</sup> and 3<sup>rd</sup> and 5<sup>th</sup> (In the event of a 5<sup>th</sup> week starting on Monday) week of every month. The Grey Team will be allowed to be in the office the 2<sup>nd</sup> and 4<sup>th</sup> week of every month. The White team will be working from home. Team assignments will be reviewed on an ongoing basis.
- **NOTE: You are not required to be in the office all 5 days of your assigned week. If you are able to work productively from home and prefer to do so, it is allowed.**
- **If it is not your assigned week, you ARE NOT ALLOWED in the office. There are NO EXCEPTIONS. If you need something from the office, you will need to make arrangements to pick up any items you need.**
- A common question: What if I have court on a week where I am not allowed to be in the office? Answer: Plan in advance and bring the blue folder home and attend court from your scheduled location. Alternatively, work with a teammate to cover the case.



**TEAM SCHEDULE** [Insert your team names in the chart below]

**BLUE: 1<sup>ST</sup>, 3<sup>RD</sup>, 5<sup>TH</sup> week of every month**

**GREY: 2<sup>ND</sup>, 4<sup>TH</sup> week of every month**

[illegible]

***WHITE: Remote Work (will be allowed in office with written permission, i.e. deposition, client meeting)***