Lightfoot

NEWS & INSIGHTS

POLICY FOR VISITORS DURING COVID-19

June 7, 2020

We welcome you to our office. We have established precautionary measures to help maintain the health and safety of Lightfoot guests and employees.

While Lightfoot encourages the use of telephone, video or audio conference for meetings, we recognize that business-critical visitors, such as clients, counsel, approved vendors and deponents, may benefit from an in-person meeting.

The following protocols are in place for guests visiting Lightfoot's office:

- Upon arrival you will be asked to complete a COVID-19 **Visitor Agreement** and **Visitor Questionnaire**.
- Your temperature will be taken on-site with a no-touch thermometer. If your temperature is in excess of 100.0 degrees, we will reschedule your meeting.
- We request that all guests use hand-sanitizer or wash your hands upon entering the office.
- You are required to wear a face covering in all common areas, such as lobbies, hallways, coffee stations and restrooms. If you do not have one, a disposable face mask will be provided to you.
- We ask that you practice social distancing – maintain six feet with others.
- Your meeting will be held in a conference room adequately sized for all participants to maintain appropriate social distancing. Please note that a face covering is not required while in a Lightfoot conference room if the face covering hinders communications (for example, in a deposition), provided that all attendees follow social distancing.
- We encourage appropriate personal hygiene (e.g., washing hands, covering coughs or sneezes, no handshakes).
- We request that you follow the relevant signage throughout the building (e.g., capacity limitations, coffee stations, disinfection of common touchpoints, social distancing).
- All guests who are currently experiencing symptoms of COVID-19 should refrain from coming into Lightfoot's office.

Please note that a guest will not be allowed access to Lightfoot's offices unless he or she agrees to follow the COVID-19 office protocols and meets the screening criteria.

To better ensure the safety of everyone at Lightfoot, the following processes are in place at our offices:

- Daily monitoring who is present in the office, to limit capacity and enable contact tracing in the event of an exposure.
- Routine and frequent disinfecting of common touchpoints and areas, including door handles, railings, copiers, conference rooms, coffee stations and break rooms.
- Requiring all employees to wash or disinfect their hands when they arrive, as well as multiple times throughout the day.
- Placing hand-sanitizer and disinfecting wipes throughout the office for everyone's use.
- Requiring face coverings in all common areas.

- Requiring all interaction to be at a six-foot distance and encouraging as much as possible to be via phone or video.
- Encouraging broad remote work policies to help prevent spread and ease the burden on our families.
- Discouraging travel. Encouraging the use of videoconferencing and teleconferencing.
- Requiring all workers to stay home for 14 days or until cleared by a healthcare provider in the event they display any symptoms of COVID-19.
- Requiring all workers to stay home for at least 14 days if they are diagnosed with COVID-19 or are in close contact with a confirmed COVID-19 patient.

We will remain attentive to the guidelines and recommendations of the U.S. Centers for Disease Control (CDC) and the World Health Organization (WHO), as well as our state and local authorities.