



COVID-19

EMERGENCY RESPONSE PLAN &

COMPANY POLICY

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This Document and Policy has been generated in response to the global COVID-19 Pandemic. Any information obtained by this policy will be used in the strictest confidence and utilized to determine any health risks as presented by visitors, clients, employees, vendors, service contractors or authorized representatives of George & George Attorneys at Law, LLC.

Enacted and Endorsed on October 7, 2020 George & George, Attorneys at Law.

SECTION A

Emergency Response Plan (ERP)

In response to the global health pandemic related to COVID-19, the Law Offices of George & George, located at 645 Putnam Pike, Greenville, RI, 02828 enact the following emergency procedures to mitigate the spread of COVID-19 on these premises:

A1) PERSONNEL, VISITORS & CLIENT PRE-REQUISITES:

1. Staff, Partners and Associates shall:

- a) Verbally communicate to Management, *As Soon As Possible*, in the event of illness, fever, unexplained fatigue or problematic coughing.
- b) Be required to scan their temperature, daily, with a provided temporal thermometer upon arrival to this premise. Information added to trace log in case of confirmed positive.
- c) Wash and sanitize hands when entering or re-entering the premise.
- d) Get a COVID-19 test from an authorized health-care professional IF in close contact with a known positive case. A negative test must be confirmed prior to re-entering the offices.
- e) Wear a face covering (Mouth & Nose) at all times within the building. (Provided upon request)

2. Visitors, Contractors and Clients shall:

- a) Communicate to George & George 24 hours in advance, if possible, of any symptoms related to COVID-19 that may be present. Alternative meetings, teleconferencing or re-schedules will be available on a case-by-case basis.
- b) Be required to scan their temperature with a provided temporal thermometer upon arrival to this premise. Information added to trace log in case of confirmed positive.
- c) Wash and sanitize hands when entering or re-entering the premise.
- d) Clients, Contractors and Visitors are strongly recommended to reschedule in the event of a close contact with a known COVID-19 Positive individual.
- e) Wear a face covering (Mouth & Nose) at all times within the building. (Provided upon request)

A2) MEETINGS, INTERACTIONS, & CONFERENCE ROOM CONFIGURATION:

1. In an effort to mitigate transmission of COVID-19, the following changes have been made to our policy regarding in-person meetings (Maximum of six [6] people). They are as follows:

- a) All meetings, when feasible, shall take place outside in the grassy area on provided tables adjacent to the building. In the event of inclement weather, indoor meetings shall take place in the re-configured conference room.
- b) Conference room table has been replaced with two smaller tables with ample social distance spacing.
- c) Installation of two (2) H-19 HEPA Automated Air Purifiers in the conference room.
- d) Table-Top hand sanitizer provided for client/visitors.
- e) All in-person meetings require face coverings/masks for duration of visit.
- f) A copy of this ERP & Policy is available by request for the client

SECTION B)

Sanitation of Premises

The consistent sanitation of oft-touched surfaces, high traffic areas, and common space is vital to the mitigation of COVID-19. In an effort to stop the spread on these premises, the following actions and frequencies have been implemented:

B1 SANITATION FREQUENCY, AREAS of CONCERN & AGENTS UTILIZED

1. The sanitation program implemented at George & George shall adhere to the following guidelines:

- a) All door handles, stairwell railings and common phones shall be sanitized at a minimum of 3X daily with an approved EPA recognized sanitizer. This frequency SHALL INCREASE with increased traffic.
- b) All common areas where food is prepared, stored or eaten shall be sanitized after EACH use with an approved EPA recognized sanitizer
- c) Bathrooms shall be stocked with an approved EPA recognized sanitizer.
- d) Tables used to conduct meetings shall be sanitized PRIOR to and immediately AFTER usage.
- e) Approved EPA recognized surface sanitizers include but are not limited to: Ethyl Alcohol >70%, Quat Ammonia Compound (Lysol), Bleach Solution of 1:100 (@ 5% Sodium Hypochlorite). For additional options please refer to the EPA's list "N" linked here: <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

SECTION C

Communication Pamphlets / Signage

The following master copies for office signage are attached. Please utilize the accompanying digital attachment for mass printing:

SIGNAGE DESCRIPTION	FILE TYPE
EMERGENCY RESPONSE PLAN	.doc
FACE MASKS MUST BE WORN AT ALL TIMES	.doc
PLEASE WASH OR SANITIZE HANDS PRIOR TO ENTRY	.doc
CAPACITY OF THIS OFFICE HAS BEEN REDUCED TO EIGHT (8) PEOPLE MAXIMUM	.doc
-- --	.pdf
-- --	.pdf
-- --	.pdf

All signage and directives shall be placed in conspicuous places, laminated and are available in Spanish by request.