

OFFICE HEALTH & SAFETY PROTOCOLS FOR KOONSFULLER GUESTS & ACKNOWLEDGEMENT FORM

KoonsFuller is actively monitoring the spread of COVID-19. We are taking steps in response to this ongoing public health threat and are asking employees and visitors to do the same.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we have implemented the following Protocols.

Your participation is important to help us take precautionary measures to protect you and everyone in this office. We appreciate your understanding and cooperation.

All visitors to KoonsFuller offices will be expected to follow the office health and safety protocols.

When entering the office, all KoonsFuller guests must complete and sign a *Self-Health Assessment Form for KoonsFuller Guests* at the Reception desk providing contact information (name, email and phone number) so they may be contacted in case of potential COVID-19 exposure. These forms will be retained confidentially for a month then destroyed.

All guests meeting with a KoonsFuller attorney or employee, or attending a Meeting, Mediation or Deposition must read and sign the *Office Health & Safety protocols for KoonsFuller Guests Acknowledgement Form* when entering the office.

Appropriate social distancing practices must always be maintained. Maintain a physical distance of 6 feet between you and others. Avoid shaking hands or other greetings that involve skin contact. Do not congregate in common areas or open spaces. The Firm may limit the number of people allowed in any area at one time to maintain social distancing guidelines.

Face Masks are available and are required for any meetings where appropriate social distancing practices cannot be maintained and in the common areas of the office.

Avoid Touching Eyes, Nose & Mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Clean your hands often. Wash hands with soap and water, vigorously rubbing together front and back for 20 seconds. If soap and water are not readily accessible, use the alcohol-based hand sanitizer located in the lobby and conference rooms, rubbing hands until they are dry.

Cover your mouth and nose when you sneeze or cough. If tissues are not available, cough/sneeze into your upper arm or sleeve; avoid using your hands. Turn away from other people when coughing/sneezing. Move away from other people who are coughing/ sneezing. Always wash your hands after coughing/sneezing/blowing your nose.

My signature below indicates that I have received and read the **OFFICE HEALTH & SAFETY PROTOCOLS FOR KOONSFULLER GUESTS.**

Signature

Print Name

Date