

Visitor COVID-19 Protocol

Lipsitz Green Scime Cambria considers the well-being and safety of its clients, visitors and employees to be of the utmost importance.

In the wake of the COVID-19 pandemic, Lipsitz Green Scime Cambria has implemented a Safety Plan and established protocols to protect the health of everyone who visits or works in the Firm's offices. The plan and protocols, which are based on guidelines set forth by governmental agencies including the New York State Department of Health and the Center for Disease Control (CDC), are required to be followed by all employees and visitors.

This document highlights the protocols that have been put in place for everyone who enters the Firm's offices. For your safety and the safety of everyone in the firm's offices, we ask that you review this information and follow the protocol when visiting Lipsitz Green Scime Cambria.

Sick Individuals

- Any individual who is ill or exhibiting any COVID-19 symptoms should not come into Lipsitz Green Scime Cambria's offices for any reason.
- Lipsitz Green Scime Cambria reserves the right to refuse entry to any individual exhibiting symptoms of illness upon arrival.

Mandatory Screening

- Please review the attached COVID-19 Visitor Health Screening Questionnaire. Upon arrival, a copy of the questionnaire can be obtained in Lipsitz Green Scime Cambria's Reception Area. At that time, it must be completed and submitted to the Firm's Receptionist.
- The completed questionnaires will be housed in a confidential and secure manner.

Social Distancing

- Clients, visitors and employees must maintain a 6-foot distance at all times possible while in Lipsitz Green Scime Cambria's offices.
- One-way traffic patterns have been established in various corridors. Please follow the directions on signs when walking through the office.
- Only two individuals are allowed in the offices' elevators at a time.
- Seating in all Conference Rooms has been reduced to accommodate the 6-foot distancing requirement.

continued on following page

Visitor COVID-19 Protocol

Masks

- All clients, visitors and employees are required to wear masks at all times while in the Firm's offices.
- Masks must be worn in a manner that covers the nose and mouth.
- Clients and other visitors who need a mask may request one at the Firm's Reception Desk.

Sanitizing

- Touch-point cleaning is conducted in all common areas of Lipsitz Green Scime Cambria's offices throughout the day; including Rest Rooms, Reception Area, and Kitchens. Conference Rooms will be sanitized after each meeting.
- Hand sanitizer is available in at various areas throughout the office.

Virtual Appointments

- If you are not comfortable visiting Lipsitz Green Scime Cambria's offices, please note that virtual meetings can be arranged with your attorney.
- The Firm utilizes an array of robust technologies that allow Clients' legal matters to be managed remotely in an efficient, comprehensive, and secure manner.

During this time, as always, Lipsitz Green Scime Cambria remains committed to providing Clients the highest levels of legal service. We thank you for your cooperation in following these protocols, which allows the Firm to continually serve your legal needs, while also protecting the health of clients, employees, and other visitors.

If you have any questions regarding COVID-19 protocols, please contact your attorney or point of contact at Lipsitz Green Scime Cambria.