

FELTMAN EWING POLICIES RELATED TO COVID19 PANDEMIC

Feltman Ewing Policies Regarding COVID-19.

Washington State has declared a state of emergency regarding the COVID-19 pandemic. As a result, until further notice the following policies have been implemented to help ensure the safety of our office and family members.

Currently Known COVID-19 Symptoms

The following are the currently known COVID-19 symptoms. However, information concerning COVID-19 is ever changing. As such, both attorneys and staff are encouraged to routinely review the symptoms list on the CDC website (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html).

People with COVID-19 have a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Important-Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Demonstrating COVID-19 Symptoms in the Proceeding 24 Hours.

An attorney or staff member shall not come onto Feltman Ewing premises if they have shown symptoms of COVID-19 in the prior 24 hours. Discovery that an attorney or staff member negligently disregarded COVID-19 symptoms and arrived onto Feltman Ewing premises may result in disciplinary action. By arriving onto the premises, attorney and staff members are certifying to Feltman Ewing that they have not shown signs of COVID-19 symptoms in the proceeding 24 hours.

Excluded from this provision are symptoms that are associated with allergies, pre-existing conditions, and age-related conditions. However, it must be stressed that COVID19 symptoms are similar in

appearance to symptoms of other ailments. It is the obligation and duty of attorneys and staff members to educate themselves on the ever-changing data concerning COVID19. Feltman Ewing expects that each attorney and staff member will honestly assess their health condition before arriving on Feltman Ewing premises.

Exposure to COVID-19

All attorneys and staff members shall immediately report to the firm's executive committee any contact they may have had with someone who has displayed COVID-19 symptoms listed above or whom has tested positive for COVID-19.

Tested Positive or Displaying Symptoms COVID-19

All attorneys and staff members shall immediately report to the executive committee if they have tested positive for COVID-19 or are displaying any of the shown symptoms in the prior 24 hours.

Excluded from this provision are symptoms that are associated with allergies, pre-existing conditions, and age related conditions. However, it must be stressed that COVID-19 symptoms share similar symptoms with other ailments. It is the obligation and duty of attorneys and staff members to educate themselves on the ever-changing data concerning COVID-19.

Temperature Checks

All staff members and attorneys must check their temperatures prior to arriving onto Feltman Ewing premises. If the temperature is 100 degrees or higher, the attorney or staff member is not allowed to be on Feltman Ewing premises.

During a COVID-19 outbreak, Feltman Ewing reserves the right to take attorney or staff temperatures prior to starting a workday. If an attorney or staff member is running a fever, they will be asked to immediately leave the firm premises.

Distancing and Limiting Exposure in Office

1. Attorneys and staff members must endeavor to maintain social distancing of 6 feet as much as practicable. Attorneys and staff members shall be cognizant of these space requirements in tight quarters such as bathrooms, break room, conference rooms, hallways, elevators, etc. Each attorney and staff member must endeavor to respect each other's space. Loitering in essential spaces, such as copier room, will not be permitted. If an attorney or staff member feels their space requirements are not being respected, they should notify the firm's executive committee.
2. All attorneys and staff members are strongly encouraged to use paper plates, utensils, and paper cups until further notice.
3. Common areas, such as the breakroom, copier room, and conference room will be wiped down with disinfectant twice daily.

4. Bottled water or soda will be provided for guests who are at the office for an onsite meeting. All guests will need to provide their own beverages outside of these options.
5. Conferences rooms will be wiped down with disinfectant at the end of all meetings.
6. Attorneys and staff members shall endeavor to limit the exposure of clients to other attorneys and staff members. Clients shall not be seated in the firm's lobby for more than 5 minutes.
7. When scheduling and conducting mediations, arbitrations, and depositions in the firm's conference rooms, attorneys and staff members shall endeavor to limit the exposure of participants to other attorneys and staff members. Attorneys and staff members are encouraged to look into using the building's common conference room as an alternative venue.
8. Attorneys and staff shall not schedule conferences, mediations, arbitrations, and depositions in the small conference rooms if the number of participants would exceed three (3) individuals. The maximum number of participants in large conference rooms shall not be more than 7 participants.
9. Prior to any in-person meeting with a client, when possible, the staff member will contact the client and confirm that the client has not demonstrated any COVID-19 symptoms in the last 24 hours.
10. If doing so will not interfere with the operation of the firm, all employees can use the large conference room for break or lunch purposes to avoid violating social distancing requirements in the breakroom or other designated lunch areas.

Hygiene. Attorneys and employees shall wash their hands frequently and, in the method, and duration recommended by the CDC. <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Face Coverings/Masks. Generally, face coverings and masks are optional but not required. Attorneys and staff shall be cognizant and respectful that clients may wish or require staff or attorneys to wear masks or face coverings when conducting in person meetings.

All face coverings or masks must be professional in appearance.

Face masks are required if a staff member and/or attorneys will be working in close proximity with one another.

Contact tracing

The names of all visitors to the firm will be recorded in a log. This is to assist government authorities with contact tracing, if necessary.

Remote Work Policy

Washington State has declared a state of emergency due to the COVID19 pandemic. As a result, health authorities have encouraged employers to allow employees to work remotely. In balancing the recommendations of health authorities with its ethical obligations to its clients and its duties to the

Courts, Feltman Ewing will allow employees to work from home so long as the following requirements are met:

1. The employee has obtained permission from their supervising attorney(s) to work remotely;
2. The employee has taken steps to ensure client confidentiality can be maintained at all times;
3. The employee remains available between 8 and 5; and
4. The employee has taken proactive steps to ensure they have enough work to fill an average work day.
5. The specific reason the employee wishes to work from home must be related to concerns surrounding their health and safety due to the COVID19 Pandemic.

Working remotely does not have to be a “permanent” situation and the employee is encouraged to see this as a flexible policy. For example, an employee can work 2 days in the office and 3 days remotely depending on supervisor approval. However, the employee must understand that Feltman Ewing is under ethical obligations to its clients and the Courts and therefore can require employees to be in the office so it can meet these obligations. Further, discovery that an employee is abusing this provision may result in disciplinary action.

This provision is subject to modification and/or termination at Feltman Ewing’s discretion.