

SkarlatosZonarich

Revised Temporary Policy Regarding Limited Operations During COVID-19 Crisis

Issued: April 17, 2020

Revised: April 21, 2020

This policy addresses the return to the office of additional employees during the COVID-19 crisis. This temporary policy is subject to future modification\revisions as matters related to COVID-19 change, including additional restrictions issued by the Commonwealth of Pennsylvania or the City of Harrisburg.

SZ obtained a waiver from the Governor indicating that SZ's operation is a life-sustaining business. Since that time, two paralegals and some accounting staff have worked on a part-time basis in the office. Most attorneys have been and will continue to work remotely in accordance with the policy issued by SZ on March 16, 2020. Starting April 27, 2020, it is anticipated that a limited number of additional paralegals and at least one estate attorney will return to the office.

Paralegals who have been authorized to return to the office to work are free to flex their work times within the hours of 7:00 AM to 6:00 PM to meet their daily 7.5 hour requirement. Other attorneys and employees not authorized by Susan Ottaway to work in the office during office hours may access the office outside of paralegal work hours of 7:00 AM to 6:00 PM to access files or pick up materials, unless otherwise authorized by Susan Ottaway.

Returning employees will be required to:

- Use their keys and fobs to access elevators, which shall remain locked to the general public.

- Consistent with the Governor's April 15, 2020 Order, we have adopted the following protocol regarding wearing masks while in the office. Masks must be worn when appropriate social distancing cannot be achieved. With the likelihood this will occur when you are traveling throughout the office (and using the bathroom, kitchen or copier), masks must be worn when you leave your workstation/office. With the anticipated staffing for the next few weeks, the locations of your workstations/offices provide sufficient social distancing from the other occupied workstations/offices; therefore, masks do not need to be worn while sitting at your personal office or workstation, but you are welcome to do so.

- Exercise social distancing within the office, in the elevator and when travelling to/from the office.

- Eat at their own desks.

- Care for the sanitation of their own work areas to include disposing of all trash by the end of each day by depositing the trash in one of the breakroom area trash cans.

- Abstain from entering the work area of other employees.

- Sanitize individual Bathroom stall areas after use during the day with the supplies provided.

- Self-monitor for symptoms of the Coronavirus.

- Stay at home if any symptoms for the Coronavirus are observed and report the same to Susan Ottaway.

- Do not use the filter water cooler in the breakroom/kitchen or the water fountain outside the bathrooms. Either bring water or other drinks in with you from home or use the breakroom/kitchen sink.

- Employees shall follow good hygiene practices, such as frequent hand washing and should periodically consult the Center for Disease Control's website <https://www.cdc.gov/> for other recommendations.

- Take into consideration the safety needs of co-workers.

- Entry doors – Only employees working in reception or accounting should use the double doors during working hours. All other employees should use the single door to the right off the elevators. The first employee in the morning should prop the single door open so that other employees entering the office do not have to touch the single door handle. The single door should remain open all day and be closed when the last employee leaves for the day.

Kitchen – Before opening the refrigerator or any cabinets, wash your hands at the sink. Then use a paper towel to open the refrigerator and cabinet doors. Use only the trash cans with foot pedals.

Hand Washing Breaks – Hand washing breaks should be scheduled at least every hour. We encourage employees to work out a schedule for hand washing to reduce the number of employees at sinks at any given time.

Copier – We encourage the employees working in the office to establish a schedule where each employee has exclusive use of the copier during the day, with the employee being responsible to clean before and after their allotted time of use.

Bathroom – We encourage the employees working in the office to establish a policy where each employee has use of a stall in both the women's and men's bathrooms. We will be providing flushable seat covers.

Office relocation – There are currently four available offices (Abby's old office next to Nathan's office, the office next to Trina's workstation, Neil's old office, and the shared office between Vickie's and Mackenzie's workstations). Employees are temporarily permitted to relocate their workstations to one of these offices if desired as long as the offices remain available. Please notify Susan Ottaway if you wish to relocate to an office identifying the office location.

Breaks – Break time should be staggered to reduce the number of employees on break at any given time so that appropriate social distancing of at least 6 feet may be followed. We encourage employees to work out a schedule for use of the kitchen/break room.

In order to support these returning employees, SZ has arranged for cleaning of the floors, surfaces and door handles in the breakroom/kitchen, bathrooms and office entry hallway, and emptying trash receptacles from the breakroom/kitchen and bathrooms in the evening after 6:00 PM on Monday, Tuesday, Wednesday, Thursday and once on the weekend. In addition, on the weekend, all the floors will be cleaned and the carpets vacuumed. The cleaning service will be instructed NOT to enter personal work areas, so employees should assure that all garbage/food waste has been deposited each workday in the breakroom/kitchen area for pick up and disposal.

During this transition period, no clients or other persons (other than pursuant to this policy or as otherwise authorized by Susan Ottaway) will be admitted to the SZ office.

Concerns should be addressed to Susan Ottaway. SZ's goal is safe operation of its life-sustaining business while protecting its employees.

SZ reserves the right to modify the substance or applicability of this policy upon notice at any time and for any reason.

SZ recognizes the unprecedented nature of this crisis. We care about each of you and will work to help protect you while also working to support the firm's clients. If you have any questions about this policy, or if you believe your circumstances are unique and require special consideration, please promptly reach out to Susan Ottaway.