



**LAWSON & WEITZEN**

In an effort to maintain the health and safety of everyone at Lawson & Weitzen as well as our clients and other office visitors, L&W is strictly adhering to the current health advisories and guidelines from the State. We expect all visitors to our office will do so as well. Before you visit, please review L&W's current policies regarding visitors to our L&W Boston office.

While voluntary, we encourage all visitors to disclose if they are fully vaccinated (that is, that he/she is more than two weeks since receiving the second dose in a 2-dose series of the Pfizer or Moderna vaccine or a single dose of the Johnson & Johnson vaccine).

Thank you in advance for your cooperation.

**L&W Policies Regarding All Visitors to L&W Boston Office:**

- 1 L&W encourages all meetings, when possible, to take place virtually (via video conference or telephone) rather than in-person.
- 2 Access by any visitors, other than L&W employees is limited to critical, essential, time sensitive and/or unavoidable client related matters. Notice of any such visitors coming to the L&W office must be given in advance to the Office Manager in conjunction with scheduling said meeting in a Conference Room.
- 3 L&W requires that all visitors comply with the requirements imposed by The Davis Companies as owner of 88 Black Falcon Avenue, which includes wearing a face covering at all times within all common areas of the building, including the elevators, bathrooms and hallways.
- 4 L&W is encouraging all visitors to avoid travel to the office by public transportation. There is free parking available for visitors at our office.
- 5 L&W prohibits entry by any person who has COVID-19 or is suffering from any symptoms of COVID-19.
- 6 L&W prohibits entry by any person who has been identified within the past fourteen (14) days as a "close contact."
- 7 L&W requires all persons seeking to enter L&W Boston office to disclose and self-certify: (a) they don't have COVID-19, (b) they have no symptoms of COVID-19 such as fever, chills, cough, short-ness of breath, sore throat, new loss of smell or taste, gastrointestinal

problems or elevated body temperature, (c) they have not had “close contact” during the past fourteen (14) days with anyone diagnosed with COVID-19 or who had symptoms of the virus, and (d) they have not traveled outside of Massachusetts during the past ten (10) days. L&W also has the right to measure a visitor’s body temperature and may implement such practice at any time.

- 8 If such out of state travel has occurred within the past ten (10) days, all persons entering L&W must provide information about where they have traveled to/from, when they traveled, how they traveled, and whether and when they obtained a negative PCR test. L&W will determine whether to bar admission into the office based such information and per the current DPH and other CDC directives as well as the Governor’s travel order. L&W has the right to require the disclosure of COVID-19 test results pertaining to any such travel and further has the right to bar admission for 10 days.
- 9 L&W requires all visitors seeking to enter into the L&W Boston office to observe infection control practices, including, wearing a face covering, social distancing, regular hand washing, use of hand sanitizers and use of sanitizer wipes.
- 10 All visitors are expected to maintain social distancing of 6 feet or more when in the L&W Reception Area and Conference Rooms. Any visitors unable to maintain social distancing of six feet or more in the Conference Rooms are required to wear face coverings, except face coverings shall not be required to be worn by specified visitors, if the L&W partner in charge of the matter determines, for purpose of a client meeting, deposition, mediation, video meeting, court hearing, etc., that the best and most effective representation of the interests of the L&W client necessitates that specified participating visitors not be required to wear face coverings within the Conference Room. In addition, when available, the L&W partner can also arrange for the temporary placement of sneeze guard(s) on the table in the Conference Room.
- 11 L&W shall bar from admission to the Boston office any visitor who refuses to: answer any health and travel related screening questions, submit to having his/her body temperature taken, or adhere to all policies herein.
- 12 L&W shall bar from admission to the Boston office any visitor who self-certifies he/she has COVID-19 and/or symptoms of COVID-19, had “close contact” with a person diagnosed with COVID-19 or who had symptoms of the virus within the past fourteen (14) days, has an elevated body temperature, or refuses to comply with the L&W infection control practices. Upon such certification, L&W reserves the right to require proof of a negative COVID-19 test before allowing entry into the office.
- 13 With regard to all visitors arriving at the L&W office, visitors will be required to provide in accordance with the L&W visitor policies, the requested self-certification information. Such information, including proof of any negative test, will be reviewed by the L&W Office Manager or other designee whereupon a determination will be made as to whether or

not the visitor is allowed to remain in the L&W office. If admission is not approved, such visitors will be asked to leave the L&W office.

- 14 L&W will maintain a record of all outside personnel who visit the office to enable contact tracing, if necessary.
- 15 While voluntary, we encourage all visitors to disclose if they are fully vaccinated (that is, that he/she is more than two weeks since receiving the second dose in a 2-dose series of the Pfizer or Moderna vaccine or a single dose of the Johnson & Johnson vaccine). If such disclosure is made, paragraphs #6, 7(c), 7(d), and 8 will not apply.