



VAN DER VEEN  
O'NEILL | HARTSHORN | LEVIN

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Dear Employees of van der Veen, O'Neill, Hartshorn, and Levin,

Welcome back to work!

You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal."

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer, soap, water and disinfectant wipes throughout the workplace.
- Staggered start times and/or shifts so fewer people are on site at one time.
- More frequent communications on our business, projections, new policies and requirements, your health and safety, and measures we are taking to support you and your community.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time (no more than 10 people).
- No shared pens or office supplies.
- Compliance with the COVID-19 Health and Safety Plan (attached).

Here are some things we expect you to implement to help keep our workplace safe:

- Do not enter the workplace if you are sick or have symptoms of illness.
- When entering the building, you must be wearing a mask and no more than one person in the vestibule and stairwell at any time.
- When you enter the building, you will be required to take your temperature, sanitize your hands and continue to wear your mask until you get to your work station. You must wear a mask when walking through the building.
- Go home if you feel sick.
- Hold mail for 24 hours.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- You will be required to wear a face mask or cloth face covering in the workplace.

- Be considerate of your co-workers (remember, were all in this together.)
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- No handshaking without gloves on.
- Speak with me if you have any questions or concerns.

Thank you for your patience and cooperation, and welcome back to van der Veen, O'Neill, Hartshorn, and Levin.

Sincerely,

/s/ Michael T. van der Veen

Michael T. van der Veen

**VAN DER VEEN, O'NEILL, HARTSHORN AND LEVIN HEALTH AND SAFETY  
PLAN**

**I. MAINTAINING HEALTHY OPERATIONS**

**A. Contact**

- Employees and clients will not share items such as pens, staplers and office supplies.
- Employees and clients will remain at least 6 feet apart.
- Only one person will enter or leave the building at one time.
- Mail will be held for at least 24 hours before being distributed to employees.
- Large groups will be prevented from entering or leaving the building at the same time.
- The number of employees or clients in common areas will be limited to no more than 10 persons assuming a distance of 6 feet apart can be maintained. By way of example, in the reception area, no more than 6 people should be in that lobby area at any time.
- The number of persons inside the building will be limited to no more than 50% of the total maximum occupancy.
- Client meetings and firm meetings will be conducted electronically/virtually as frequently as possible. In-person meetings will otherwise be conducted by appointment only.
- Non-essential visitors will not be permitted to enter the building.
- All visitors must have an appointment in advance.
- Shields have been installed around the reception desk and in the front office to meet with clients, and shall not be breached.
- Employees and clients will be asked to wear face masks or cloth face coverings while in the building. Face masks and/or face coverings will be provided as necessary.

**B. Arrival and Departure Procedures**

- Each employee and client will be asked to take their temperature either before coming to the building or upon arrival at the building, and be prepared to inform the Firm that they do not have a fever, cough, shortness of breath or other symptoms of COVID-19. A list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- The attached questionnaire will be provided to employees and clients to complete upon arrival.
- Any employees or clients with symptoms of COVID-19, including a temperature of 100.4°F or higher, will be sent home.
- Employees are to leave the Firm immediately at the end of the work day.

### **C. Designated COVID-19 Point of Contact**

- Marion Murphy will be the designated point of contact who will be responsible for responding to COVID-19 concerns.

### **D. Communication Systems**

- Consistent with applicable law and privacy policies, employees should self-report to hr@mtvlaw.com and the designated COVID-19 contact person if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable privacy and confidentiality policies, laws and regulations.
- The Firm will protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in accordance with applicable privacy and confidentiality policies, laws and regulations.
- The Firm will notify employees and/or clients of closures and restrictions in place to limit COVID-19 exposure should they be necessary.

### **E. Telecommuting Policies & Procedures**

- Telecommuting will be utilized as a viable, flexible work option when unforeseen events occur that impact the organization's ability to meet face to face.
- These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
- While telecommuting, an employee must work in close partnership with his or her supervisor and co-workers to ensure that tasks are completed a timely and professional manner.
- Employees are also expected to:
  - Be available by phone and email during core business hours of 9am-6pm and/or consistent with the schedule approved by the Firm.
  - Ensure all client interactions are conducted in a quiet location so as not to disrupt or deter from the business being conducted.
  - Ensure availability for staff meetings, and other meetings as deemed necessary by his or her supervisor and/or the Firm.
  - Ensure that van der Veen, O'Neill, Hartshorn, Levin equipment and records are available to the Firm or your supervisor immediately upon request.
  - Consult with the Firm or his or her supervisor to clarify any system back-up requirements if work is saved on a system other than what is required by the Firm.
  - Be available to travel when work so requires.
  - Alert the Firm and/or your supervisor if external circumstances are likely to interfere with work performance under this policy.
  - Ensure that the needs of the Firm and its clients take precedence over personal needs during core business hours.

## **II. MAINTAINING HEALTHY ENVIRONMENTS**

### **A. Cleaning and Disinfection**

- Frequently touched surfaces (desks, door handles, sink handles, faucets) within the building will be cleaned and disinfected at least daily or between use as much as possible.
- An increased schedule for routine cleaning and disinfection of the building and frequently touched surfaces will be followed.

### **B. Personal Belongings of Employees**

- Each employee should keep their personal belongings separate from the personal belongings of other employees. Any water bottles, containers, bags, etc. placed in the refrigerators or kitchen areas should be individually labeled with each employee's name.
- Personal belongings should not be shared between employees.

## **III. PROMOTING BEHAVIORS THAT REDUCE SPREAD**

### **A. Stay Home when Appropriate**

- Employees who are sick or have recently had close contact with a person with COVID-19 should stay home.
- Employees must stay home if they have tested positive for or are showing COVID-19 symptoms.
- Employees who have recently had close contact with a person with COVID-19 will stay home and monitor their health.
- Employees will be given appropriate leave and permitted to return to work in accordance with CDC Guidelines.

### **B. Hand Hygiene, Restroom and Respiratory Etiquette**

- The Firm will strongly reinforce and teach hand washing with soap and water for at least 20 seconds when using the restrooms or otherwise. Monitoring will be increased to ensure adherence by employees and clients.
- Both soap and hand sanitizer that contains at least 60% alcohol will be available for use by employees accordingly.
- Employees are strongly encouraged to sanitize or wash their hands frequently throughout the work day.
- Employees are strongly encouraged to use disinfectant wipes both before and after using the restrooms.
- Employees are strongly encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### **C. Face Masks and Cloth Face Coverings**

- **Face masks or face coverings must be worn by employees at all times while at work, unless otherwise notified.**
  1. **A face covering is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it impossible to practice social distancing.**
  2. **Wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that employees should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.**
- **Face masks or face coverings should be worn particularly in times when physical distancing is difficult, such as during group meetings.**
- **Employees should keep their face masks or face coverings on at all times and only pull it up when needed.**
- **Face masks or face coverings should be washed at the end of each day by employees in accordance with CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.**
- **To get the most benefit from a face mask or face covering:**
  1. **Make sure it completely covers your nose and mouth.**
  2. **Read the directions for use (if provided).**
  3. **Wash your hands before and after removing it.**
  4. **Try not to touch your face when you adjust it throughout the day.**
  5. **Keep cloth coverings clean by washing daily, or more often if contamination occurs.**
  6. **Don't let others wear your face covering.**
  7. **Keep it away from machinery that it could get caught in.**
  8. **If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.**
  9. **Don't lay your face covering on any surface that may contaminate either the covering or the surface.**
  10. **Don't use it if it is damaged or has holes, unless it is the only face covering you have access to.**

### **D. Signs**

- **Signs will be posted in highly visible locations (e.g., entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands, use of disinfectant wipes and properly wearing a cloth face covering.**

#### **E. Adequate Supplies**

- Healthy hygiene practices will be supported by providing supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes and face coverings.

#### **F. Recognize Signs and Symptoms**

- Employees will be given information on recognizing symptoms of COVID-19.
- Employees will be asked to take their temperature either before coming to work or upon arrival at work.
- Employees will be asked to confirm that they do not have fever, shortness of breath, cough or other symptoms of COVID-19 by use of the attached questionnaire.
- Temperature screening will be available for employees and clients, and will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

#### **G. Support Coping and Resilience**

- The Firm encourages employees to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- The Firm promotes employees eating healthy, exercising, getting sleep, and finding time to unwind.
- The Firm encourages employees to talk with people they trust about their concerns and how they are feeling.

### **IV. PREPARING FOR WHEN SOMEONE GETS SICK**

#### **A. Employees who become Sick**

- Sick individuals should not come to work.
- Sick individuals will be advised of Home Isolation Criteria and advised that he or she should not return to work until they have complied with the CDC's criteria to discontinue home isolation: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation>.
- Employees should notify hr@mtvlaw.com and the Firm's designated COVID-19 point of contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

#### **B. Isolate Those who are Sick**

- Should an employee show signs of COVID-19 symptoms (such as fever, cough, or shortness of breath) while at work, they will be immediately separated and

sent home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.

**C. Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, the Firm will notify local health officials immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- Should it be determined that an ambulance needs to be called or someone needs to be transported to the hospital, the Firm will call the hospital to alert them that the person may have COVID-19.
- The Firm will advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

**D. Cleaning and Disinfection**

- Any areas used by a sick person will be closed off. These areas will not be used until after cleaning and disinfecting them.
- The Firm will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, the Firm will wait as long as possible.
- The Firm will ensure the safe and correct use and storage of cleaning and disinfection products.

## COVID-19 HEALTH QUESTIONNAIRE

**In the past fourteen (14) days, have you experienced any of the following symptoms:**

**Fever (100.4°F or higher) or Chills:**

- Yes**
- No**

**Fatigue:**

- Yes**
- No**

**Cough:**

- Yes**
- No**

**New Loss of Taste or Smell:**

- Yes**
- No**

**Muscle or Body Aches:**

- Yes**
- No**

**Congestion or Runny Nose:**

- Yes**
- No**

**Sore Throat:**

- Yes**
- No**

**Diarrhea:**

- Yes**
- No**

**Headaches:**

- Yes
- No

**Shortness of Breath or Difficulty Breathing:**

- Yes
- No

**Nausea or Vomiting:**

- Yes
- No

**Have you been in contact with anyone who has exhibited any of the above symptoms within the last fourteen (14) days?**

- Yes
- No

**Have you been in contact with anyone who has been diagnosed with COVID-19 within the last fourteen (14) days?**

- Yes
- No

**Have you traveled outside of the United States within the last fourteen (14) days?**

- Yes
- No

**NAME:**

**DATE:**