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LOUISIANA BAR CENTER REOPENING PROTOCOLS

Employees will return to the Louisiana Bar Center on Monday, May 18, but it will remain closed to all others through **Friday, July 3**. The meeting rooms have been blocked out and may not be reserved by outside individuals/groups. Employees may use meeting rooms by reserving in advance with Operations Coordinator Mike Montamat, but only if social distancing is utilized. No food, beverages or refreshments will be served at internal meetings at least through the end of May.

Any employee who for health or other personal reasons is uncomfortable or unable with returning to the office is encouraged to discuss this with his/her immediate supervisor to determine what accommodations can be made.

The main entrance on Lafayette Street will remain locked. Employees should enter and exit at the rear of the building. There will be a touchless hand sanitizer just inside the rear entrance. Employees are encouraged to utilize this upon entering the Bar Center. Once inside of the building, interior doors will remain open to provide touch-free entrance and egress for internal areas.

Employees must wear face masks when entering and exiting the building and in all common areas. The LSBA will provide a mask to any employee who does not have one.

Because of the small size of the elevator, **only one person may utilize the elevator at any given time**. Likewise, employees should practice social distancing while waiting for the elevator.

Restroom lock mechanisms will be taped down so that employees may enter simply by pushing on the door. **Restrooms will be limited to one employee at a time**. Each employee should make an "occupied" sign and tape to the exterior door upon entering (this is preferable to a single sign which remains on the door, as it eliminates multiple individuals touching the same sign). The employee should remove the sign upon exiting the restroom.

Mail will be delivered to the rear entrance of the building and will either be left outside or handed to a staff member who will be masked and wearing gloves. The mail will be sorted on the first floor and delivered as usual. The employee delivering the mail will wear a mask and gloves. Gloves will be available to employees who wish to use them when opening the mail.

Other deliveries (UPS, FedEx, etc.) will continue to be placed in the box outside of the Lafayette Street entrance. Mike will alert employees who have received deliveries. During this period, employees are asked to not have personal deliveries sent to the Bar Center.

Each staff member will receive a container of disinfecting wipes and a small spray bottle of hand sanitizer for his/her personal use while at the office. Employees should alert Mike when their supplies need to be replenished. Because of the limited availability of these items, they are intended for use only while at the office and should not be brought home.

To avoid the potential for cross-contamination, all Bar Center **kitchens will be inaccessible at least through Friday, May 29**. Due to electrical issues and potential fire hazards, employees may *not* bring in microwaves or other cooking devices. Employees should not congregate in areas to eat lunch and should instead eat in their individual offices or workspaces. We will reassess the situation at the end of May and determine whether to reopen the kitchens on Monday, June 1. There will be additional protocols once the kitchens are reopened.

Prior to reopening, the Louisiana Bar Center will be deep cleaned by a third party which follows all COVID-19 protocols. Thereafter, the building will be cleaned daily by our regular cleaning company following Center for Disease Controls protocols and using EPA-approved disinfectants against COVID-19. Although the following touch points will be cleaned daily, employees are reminded to take precautions when touching these surfaces, or immediately following touching them, and to wash hands frequently:

- tables
- doorknobs
- light switches
- countertops
- handles
- toilets
- faucets and sinks.

The following surfaces are also considered major touchpoints but will *not* be cleaned daily, as employees do not share these items with others:

- desks
- phones
- keyboards.

Employees who do not wish for the cleaning crew to enter their offices/workspaces should move their trash cans outside of the doors/entrances so that the trash may be emptied. The cleaning crew will be notified not to enter any space if the trash can is placed outside.

If an employee has an issue which requires another individual to access his/her workspace (IT issues, phone issues, etc.) proper cleaning protocols shall be utilized before and after the space is accessed by the other individual and the employee should practice social distancing while the other employee is in the workspace.

All employees will be asked to take their temperature before coming to work each day. Anyone with a temperature of 100 or higher should *not* report to work and should contact his/her supervisor. Employees with any of these symptoms, especially if coupled with a fever, should *not* report to work and should contact his/her supervisor:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat

- New loss of taste or smell

If any employee or tenant has either had or been exposed to COVID-19, he/she will need to test negative for the virus before returning to the Bar Center.

May 13, 2020