



King, Yaklin & Wilkins, LLP

# COVID-19 GUEST PROTOCOL 2020

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**KING, YAKLIN & WILKINS, LLP**  
**COVID-19 Office Policy and Procedure**  
This policy will go into effect as of July 30, 2020

**Protocol for In-Office Depositions, Client Meetings and/or Necessary Case Related Gathering**

The following policy and guidelines have been created in compliance with state and government emergency protocol, CDC and OSHA guidelines. All guests are encouraged to read each organizations specific guidelines for information and updates. These can be found by visiting:

<https://www.cdc.gov/coronavirus>

<https://www.osha.gov/>

<http://www.cobbcounty.org>

or by visiting us [KingYaklin.com](http://KingYaklin.com)

***Disclaimer\*\*\*\**** If at any time during the duration of your visit you feel as if the protocol established below lacks effectiveness or you feel as if you are being placed in harm's way, please notify a staff member immediately. All guests are made aware that they are entering the building at their own risk and the law firm of King, Yaklin & Wilkins, LLP is not responsible for any COVID related incidents that may occur.

**I. OFFICE ARRIVAL/CHECK IN**

Upon arrival, all guests must knock for service. If the lobby is able to comply with the firms waiting room protocol (see firm protocol 1. WAITING AREA) only then will guests be permitted to enter the office.

1. **WAITING AREA:** All participants will be asked to wait in our lobby. Chairs will be strategically placed at the recommended 6-foot distance. No more than 4 Individuals are permitted to wait in our lobby at one time. All guests surpassing the 4-limit capacity will be asked to wait in the buildings main lobby area until instructed to enter.

2. **SANITATION:** All guest will be asked to sanitize their hands upon arrival and prior to having their temperature taken. Hand sanitizer containing at least 90% alcohol, will be located outside of the office door. Guests may be asked to re-sanitize at any point and time while in the office. Those who refuse to comply may be denied entry into the office.
3. **FACE COVERS:** All participants must wear a face cover **AT ALL TIMES** while in the office. If a guest has a medical, religious, or other reason for not wearing a face cover, please notify us prior to the date of the scheduled meeting. Any person permitted to not wear a face cover must remain at least ten feet away from others.
4. **TEMPERATURE:** All participants will be asked to undergo a temperature check upon check in and after successfully complying with office sanitation protocol. (see 2. *SANITATION*) Those with a temperature of 100.4 or higher will be asked to return to the main lobby and be retested after 5 minutes. Guests whose temperature remains at 100.4 or higher will be asked to join the meeting via phone or ZOOM.
5. **QUESTIONNAIRE:** All guests will be asked to complete the questionnaire provided in the email sent to you containing all office protocol, prior to scheduled meeting. We are requesting that questionnaire forms are completed online, prior to arrival in order to eliminate the need for items to be passed from one individual to the other. If unable to complete questionnaire prior to arrival, paper copies of the mandatory questionnaire will be available on site.
6. **CONTAMINATION:** All items to included, but are not limited to, pens, office supplies, chairs, etc. will undergo immediate sanitation prior to and upon conclusion of use. The office will provide clearly labeled area for supplies that have been sanitized and available for your use, as well as clearly marked areas where contaminated items should be returned to. If these areas are not clearly designated, please notify a staff member immediately.
7. **PERSONAL ITEMS:** All guests will be encouraged to bring only essential items into the office in order to reduce the chances of spreading COVID-19.
8. **DOCUMENTATION:** All guests will be encouraged to share relevant documentation via, email or at the preferred means of the attorney, if possible. If physical documents are essential to the operation, copies must be made for each individual.

## **II. CONFERENCE ROOMS/ MEETING AREAS**

All meeting areas will be sanitized prior to and after all meetings take place. While in these designated areas, guests will have access to tissues and hand sanitizer at all times.

## **III. COURT HEARINGS**

In- person court hearing protocol is subject to change by the local and state government upon their discretion. Our attorneys will help instruct you on what your specific process will look like, in compliance with said regulations.

## **IV. NOTIFICATION OF INFECTION**

If COVID-19 is contracted within the 14 days after your last office visit, you begin to show symptoms or test positive for COVID-19, please notify our office immediately in order to help us keep our staff and their families safe during this time.

**Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees.**