



COVID-19 Safety Precautions – What to expect when visiting O&L

O'Brien & Levine is pleased to re-open our Boston office for depositions, effective July 1, 2020. Our primary concern is the safety and well-being of our team members, guests, court reporters and videographers. We continue to strongly encourage remote depositions, for which we offer [comprehensive demos and training](#).

Visitors are asked to review and observe the procedures we have put in place, in accordance with Massachusetts workplace guidelines for re-opening. Please arrive 20 minutes early to complete the check-in process. While O'Brien & Levine team members continue to work remotely, the office will be staffed when guests are expected. You will be greeted, checked-in and escorted to your conference room.

- **Important:** All visitors entering Massachusetts, including returning residents who do not meet the exemption, must follow the guidelines: Click [here](#) for guidelines. As of October 30th, the following states are exempt: **California, Vermont, New Hampshire, Maine, New York, Washington, District of Columbia and Hawaii.**
- Daily health screenings will be completed upon arrival, including temperature check using a touchless thermometer. Anyone with a body temperature at or above 100.4 will not be permitted access.
- Additional COVID-19 screening will be covered, and visitors will sign an attestation form.
- Social distancing of six feet will be maintained throughout the office and conference rooms.
- Everyone on the premises is required to wear a face covering (please supply your own), unless working alone in an enclosed area.
- Conference rooms will not exceed 50% occupancy. There are shields at each seat.
- Contact us in advance to coordinate exhibit distribution, to minimize or eliminate paper handling and copying/scanning at the office. There are many options and a team member will be happy to assist.
- Please supply your own devices. We cannot provide laptops and other devices at this time.
- All commonly used spaces and conference rooms are stocked with disinfectant wipes and hand sanitizer and can be used liberally.
- Visitors and staff alike are asked to wash hands often.
- All high-touch areas will be cleaned and sanitized frequently.
- Please avoid sharing office equipment such as pens, phones, and keyboards.
- Waiting areas are closed, and we are not able to offer beverages or snacks at this time.
- Please observe all posted COVID rules and regulations.

Please remember, if you are not feeling well, stay home. It is important that we all do our part to protect ourselves and minimize the risk of infection.

The O&L team thanks you for your support, patience and understanding as we navigate this new way of being together.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kenneth A Zais', written over a white background.

Kenneth A Zais
President & Owner

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