



# Return to Work Quick Reference Guide for Law Firms

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## Reopening Your Office/Bringing Employees Back to the Office

- Evaluate which lawyers and employees may continue to work from home (remote work is encouraged until further notice).
- Determine/set number of employees and clients that can be in the office at one time. State guidance says the cap is 50 percent of fire code occupancy limits. Consider social distancing requirements - work areas must have appropriate barriers (offices, dividers) or everyone should stay six-feet apart.
- Arrange for extra sanitation cleaning throughout the day and after closing.
- Set maximum occupancy for employee common areas (restrooms, hallways, elevators, kitchens, etc.).
- Review and post maximum occupancy for each room, including meeting areas, in accordance with CDC guidance. There is still a prohibition against holding “mass gatherings” or meetings of 10 or more people.

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## Hygiene, Cleaning & Preventative Measures

- Unless a lawyer and/or employee is working alone in an office, ensure lawyers and employees are wearing masks.
- Require regular office or workstation cleaning (provide or require employees to purchase disinfectant wipes).
- Ensure your office’s common areas are thoroughly cleaned throughout the day and after closing.
- Provide soap and clean towels for handwashing at sinks.
- Provide hand sanitizer in common areas.
- Encourage employees who are sick to stay home, and follow the state’s guidance about when employees may return to work after being ill.
- Provide a wellness station where employees and visitors can take their temperatures upon entering the building and review a list of COVID-19 symptoms to assess whether they are displaying any.



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- Require temperature and illness reporting to Human Resources; if an employee has COVID-19, you must report it to your local health department.
- Post foot traffic direction guidelines to minimize employee interaction in common areas (hallways, elevator, stairs but remember fire code requirements while doing so).

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### Clients & Guests

- Try to meet remotely with clients, if appropriate, but be sure the platform you are using protects client confidentiality; limit other visitors.
- Ensure face masks are available for clients and guests. (Masks are required in counties that the Ohio Department of Health has designated as a Level 3 (red) or Level 4 (purple) public emergency, as well as in certain cities per local health orders. Make sure you know the requirements in your jurisdiction.)
- Ensure visitors are greeted and they sign in (so you may report exposure if need be).
- Set a designated area for meeting with clients and visitors to limit exposure and protect confidentiality.
- Ensure social distancing rules are followed if you do need to meet in person – sit six feet apart.
- Do not hold “mass gatherings” or meetings (currently defined as 10 or more people).
- Clean your meeting area following each meeting.