

SOCIAL DISTANCING POLICY FOR LAW OFFICE EMPLOYEES

1. PURPOSE

We want to express our gratitude and appreciate to all personnel who come to work during these challenging times and assure you that XYZ Law Office is 100 percent committed to ensuring you a health and safety work environment and to implementing all necessary measures to protect you against the risk of infection in accordance with CDC and other public health guidance and government emergency orders (referred to collectively as “CDC guidelines”). One of the things the Company is doing to deliver on that commitment is to implement this Social Distancing Policy.

2. DEFINITION OF SOCIAL DISTANCING

“Social distancing” means maintaining at least 6 feet of physical separation between other persons at all times whenever possible.

3. IMPORTANCE OF SOCIAL DISTANCING

Social distancing is a vital and effective measure for preventing the spread of COVID-19 coronavirus infection. The reason social distancing is so important is because of how the virus spreads. It typically begins when an infected person makes physical contact with another person or coughs, sneezes or talks, which releases droplets from the mouth or nose that get into the air and drift into the mouth or nose of people nearby. People who are in close contact (within 6 feet) for a prolonged time (a minimum of between 10 and 30 minutes, depending on the distance) are at the greatest risk.

A person known to have COVID-19 can be physically isolated. The problem is that in as many as 1 in 3 cases, the infected person has no symptoms. You can never be sure whether somebody has COVID-19. As a result, social distancing is critically important to prevent infection, both at and away from the workplace.

4. SOCIAL DISTANCING MEASURES

In accordance with CDC guidelines, all XYZ Law Office employees must comply with the following social distancing procedures and protocols while performing their job duties, whether at an XYZ Law Office site or facility, in a vehicle or at an off-site location, as well as when they are off-duty and away from work:

4.1 Physical Distancing

All employees must maintain a minimum of 6 feet in distance from others at all times whenever possible, including when they are in workstations, washrooms, break rooms and other common rooms and areas and when walking.

4.2 Pathways

All employees must follow traffic flow directions, including one-way path markings, as well as barriers and instructions on signs.

4.3 Avoid Physical Contact

Do not shake hands or engage in any other physical contact with others where such contact can be avoided.

4.4 Work Schedules

XYZ Law Office reserves the right to change employees' work schedule to minimize the number of employees in the workplace at any given time, subject to applicable employment standards laws. Such changes may involve any combination of alternate day work schedules and/or staggering of lunch and breaks and arrival and departure times.

4.5 Limits on Gatherings

In-person gatherings and meetings may include no more than [*insert number based on most current public health guidance in your jurisdiction*] persons for indoor gatherings and [*insert number*] persons for outdoor gatherings.

4.6 Limits on Visitors

All non-essential visitors are prohibited until further notice.

4.7 Mandatory Face Masks

Employees who cannot avoid close contact must wear a non-medical mask or face covering, unless they can provide documentation showing that they have a medical or other condition that makes it difficult or dangerous for them to do so.

5. OFF-DUTY CONDUCT & SELF-DISCLOSURE

To avoid COVID-19 exposure that may endanger co-workers and others in the workplace, employees must also follow social distancing protocols and wear a mask when they are away from work. Employees who violate CDC guidelines and the restrictions set forth in this Policy, regardless of the site of such conduct and whether it happens while employees are on-duty or off-duty must self-disclose this to their supervisors before reporting to work for their next shift. XYZ Law Office reserves the right to require such individuals to self-isolate in accordance with CDC guidelines.

6. ENFORCEMENT

Failure to comply with this Policy, including but not limited to the off-duty conduct and self-reporting requirements of Section 5, may result in discipline up to and including termination in accordance with XYZ Law Office progressive disciplinary procedures and the terms of applicable collective agreements. Employees must report any Policy violations they witness or become aware of to their supervisor immediately. No employee will be subject to reprisal or retaliation of any kind for reporting Policy violations.

7. RIGHT TO REVISE POLICY

Because CDC guidelines change frequently as the COVID-19 situation evolves, XYZ Law Office reserves the right to modify this Policy any time and at its sole discretion.

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ACKNOWLEDGEMENT

I acknowledge that I have received, read and understood this Policy and agree to comply with all of its terms.

Printed Name _____

Signature _____

Date _____