

Metzner Law Covid-19 Protocol

What policies are we implementing to prevent the spread of Covid-19?

All Associates and staff have been trained in a stringent hygiene protocol, including cough and sneeze hygiene and regular handwashing.

- No one is to attend the office if they are exhibiting any symptoms of illness of any kind
- Plexiglass barriers have been installed in select locations of the office, including at reception
- We routinely clean and disinfect high touch surfaces
- We adhere to strict physical distancing (6 feet) amongst our lawyers, staff and clients
- The number of lawyers, staff and clients in the office at any given time is limited

- We are limiting the number of clients we see in the office. If necessary, we may allow an office visit.
 - A maximum of one client at a time will be permitted to be in the waiting room
 - Clients upon arrival will be requested to use hand sanitizer provided by us
 - Clients are to wear non-surgical masks or homemade face coverings. Non-surgical masks are provided if required
 - Arrows marked on the floor of higher traffic areas to assist in the adherence to physical distancing

Please note this is a fluid situation, and protocols may change on short notice in order to maximize the responsible protection of our associates, staff, and clients. Thank you for your understanding through these turbulent times.