

NAVIGATING THE NEXT.

COVID-19 RISK ASSESSMENT

MARCH 2022

Throughout the pandemic period to date, firm management and our health and safety team have closely monitored UK government, Public Health England, World Health Organization (WHO), and Centers for Disease Control and Prevention (CDC) guidance and requirements. We have sought the guidance of health and safety consultants where necessary in developing a COVID-19 Safe System of Work and undertaking COVID-19 Risk Assessments relative to home working and any work performed at our office premises in Condor House.

Our Safe System of Work Statement and other associated policies including our Home Working Guidance and modified Evacuation Procedures have been issued to all personnel and made available on our internal website. These will be continually reviewed, updated, and published as necessary.

Personnel, contractors, and visitors are encouraged to reach out to our managing partner, health and safety officer, or HR team regarding any questions, concerns, or complaints relating to our safeguarding measures.

A COVID-19 infection can easily be transmitted from one person to another and the impact of an infection can, in the worst-case scenario, result in death. For that reason, all practicable measures have been put in place to prevent infection.

Firm management provides regular updates on its approach to mitigating the risks of COVID-19 and team leads are connecting with their teams on a regular basis.

We are continually liaising with building management to ensure a coordinated response.

Throughout the pandemic, following government guidance, there have been periods when personnel (other than essential onsite teams and those working onsite to complete urgent projects) were required to work from home and periods when certain personnel were permitted to work from the office on a voluntary basis. Following a relaxation of government measures, from 24 January 2022 our personnel

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have been permitted to work in the office on a voluntary basis, and a full return (incorporating hybrid working for the majority of roles) will be implemented from 4 April 2022.

A Home Working Guidance document has been issued to our personnel and any concerns raised relating to health and safety have been addressed.

The use of virtual meeting technology has been encouraged. Meeting rooms are set up with social distancing in mind. All visitors, including clients, contractors, and suppliers, are informed of the measures they will be required to observe whilst onsite.

Anyone who travels, regardless of whether the trip is for client, firm, or personal purposes, must adhere to local jurisdictional guidance as it relates to quarantining, testing, and any other COVID-19 mitigation measures as communicated by local authorities.

The firm has appropriate life safety, first aid, and mental health first aid resources in place and personnel have been reminded about the firm's Employee Assistance Programme as well as the LawCare service, both of which signpost to other appropriate support services. The firm's intranet provides further resources to support well-being.

As we begin to re-open our premises, we remain committed to ensuring that we protect the health and safety of our workforce. We continue to monitor changing government guidance and assess potential risks and the control measures we have implemented, including the protocols that all those entering the premises (personnel, contractors, vendors, and visitors—collectively known as "entrants") are required to observe.

Only those who are fully vaccinated are permitted to work in the office. Fully vaccinated entrants are not required to wear face masks or coverings in the London office but are encouraged to do so, if they choose, in crowded and enclosed spaces, such as communal areas of the office, the lobby, stairwells, and lifts, where they may come in contact with people they do not normally meet. Visitors and contractors who are not fully vaccinated but will be onsite for a short time only will still be permitted entry; however, they will be required to wear a face mask in all areas of the building for the duration of their visit.

No individual may enter the London office if they are experiencing COVID-19 symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhoea. Further, no individual may enter the London office if they have been diagnosed with COVID-19 (confirmed or probable within the last 10 days); they have had close contact with someone testing positive for COVID-19 within the past 10 days; or they are awaiting the results of a COVID-19 test.

Any individual who becomes unwell with COVID-19 symptoms whilst on the premises must leave the premises and inform the designated persons. Likewise, if any individual or a member of their household becomes unwell with COVID-19 symptoms following the individual's departure from the office, they must inform the HR manager.

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If any individual who has been onsite is diagnosed with COVID-19 within 10 days of being onsite, they must immediately inform the HR manager.

Other key measures which have been adopted to minimise the risk of infection include the following:

- Additional bicycle racks have been added.
- Handshakes and other direct contact are discouraged.
- Protection screens have been installed in shared and open-plan workspaces and to protect workers who provide high-interaction services such as reception and in the document centre.
- Clinical waste bins have been provided for the safe disposal of PPE.
- Hand sanitisers are available at all entry and exit points. Signage is in place to support handwashing and hygiene procedures, and wipes are available at shared equipment stations such as water dispensers, photocopiers, and printers.
- Enhanced cleaning procedures have been implemented, focusing on high-touch areas such as handles, switches, buttons, and countertops.
- Modified first aid and life safety procedures have been communicated. Our evacuation procedure has been revised and communicated to fire wardens, first responders, and entrants.

Prior to returning to work, personnel will have the opportunity to discuss with HR any concerns they may have about their return to work. Careful consideration will be given to any requests, bearing in mind individual circumstances.

Should you have any questions or concerns relating to this Risk Assessment, please contact Health & Safety Officer Jacqueline Sillis at jacqueline.sillis@morganlewis.com or Office Managing Partner Frances Murphy at frances.murphy@morganlewis.com.