

The top of the page features a dark background with a complex network of glowing blue and red lines and dots, resembling a digital or data network. The Morgan Lewis logo is positioned in the upper left corner.

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COVID-19 RISK ASSESSMENT

OCTOBER 2020

Throughout the coronavirus (COVID-19) pandemic 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 a COVID-19 Risk Assessment relative to home working and any work performed at our office premises in Condor House.

This COVID-19 Risk Assessment, which identifies control measures and arrangements implemented to mitigate the risks of infection of COVID-19; our Safe System of Work Statement; and other associated policies which address the firm's protocols and expectations with respect to infection control, social distancing and face coverings, symptom screening and travel 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 COVID-19 Risk Assessment and safeguarding measures.

A COVID-19 infection can easily be transmitted from one person to another and 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, irrespective of the likelihood of any given risk.

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.

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We have encouraged and continue to encourage personnel to work remotely. Exceptions apply to those personnel who have been designated as essential or who have been permitted to work onsite to complete work of an urgent nature that cannot be completed remotely. Our lawyers are permitted to work in the office if they wish to do so, but attendance and occupancy levels are continually monitored. Our Home Working Guidance has been issued to our personnel and any concerns raised relating to health and safety have been addressed.

Nonessential in-person meetings are discouraged and the use of virtual meeting technology is encouraged. Where in-person meetings cannot be avoided, measures are put in place to ensure social distancing and minimise the risk of infection. All visitors, including clients, contractors, and suppliers, are informed of the measures they will be required to observe.

To avoid the risk of infection during or following travel, all personnel must adhere to the firm's travel policy, which requires preapproval of any travel plans outside of the traveller's home country.

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 reopen 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.

Before entering the building, personnel and contractors are required to register online (to allow us to control occupancy levels and for track-and-trace purposes), review and acknowledge all COVID-19-related policies and protocols, and view the firm's Return to Work Safety Video.

Entrants must confirm that they have reviewed this London office COVID-19 Risk Assessment as well as the London office COVID-19 Safe System of Work Statement and have had an opportunity to discuss any concerns or questions prior to accessing the workplace. Entrants are encouraged to raise any questions or concerns relating to their safety once back onsite.

All entrants are required to go through temperature and symptoms screening prior to accessing the office working space. No individual who is experiencing COVID-19 symptoms (fever, cough, difficulty breathing, shortness of breath, sore throat, chills, muscle pain, or new loss of taste or smell) may enter.

Any individual who becomes unwell with COVID-19 symptoms or becomes sick with any other symptoms whilst on the premises must leave the premises and inform the designated persons. Likewise, if any individual becomes unwell with COVID-19 symptoms or any other symptoms following their 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 2 weeks of being onsite, they must immediately inform the HR manager, who will arrange for appropriate cleaning and implement track and trace as necessary.

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

- Occupancy levels are monitored daily to ensure social distancing measures can be met. If necessary, staggered start times, shift patterns, or fixed teams will be implemented to minimise interpersonal contact.
- Attendance is tracked and records held for 21 days.
- Additional bicycle racks have been added.
- Specific entry points and turnstiles have been designated for entry and exit.
- Lift occupancy has been limited to one person at a time.
- On a daily basis, upon arrival, all entrants must go through temperature and symptom screening.
- Social distancing must be practiced at all times in accordance with signage.
- Where people cannot maintain two metres of social distancing, we have ensured at least a one-metre distance and taken all actions possible to mitigate risk of transmission.
- A clearly signposted one-way system is in place.
- Protection screens have been installed in shared and open plan workspaces and to protect workers who provide high-interaction services such as reception and document centre.
- Face masks or coverings must be worn upon entry to our premises and must be worn in all common areas including welfare facilities.
- 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-contact touch points such as handles, switches, buttons, and countertops.
- Procedures have been implemented to manage the occupancy levels in welfare facilities such as kitchens, bathrooms, showers, and first aid facilities.
- Shared used items have been removed from meeting rooms, kitchens, and showers.
- 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 our risk assessment, please contact Health & Safety Officer Jacqueline Sillis at jacqueline.sillis@morganlewis.com or London Office Managing Partner Frances Murphy at frances.murphy@morganlewis.com.