

Burke, Williams & Sorensen, LLP Office Rules Due to Coronavirus

Your health and safety are our most important priority. These office rules are designed to protect you and those with you in our offices by reducing the potential risk of exposure to coronavirus. Your full and complete compliance is required.

1.	You may not enter any Burke office if at any time during the 14 days immediately prior to your desired date of entry (“Protection Period”) you experienced any of the following symptoms: coughing, sore throat, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, nausea or vomiting, diarrhea, or loss of taste or smell.
2.	You may not enter any Burke office if at any time during the Protection Period you had close contact with (i.e., live with, provide direct care for, or been within 6 feet for more than 15 minutes) any person who is suspected by a medical professional to have, or has tested positive for, coronavirus during the previous month.
3.	You may not enter any Burke office if at any time during the Protection Period you traveled on an international plane flight.
4.	You may not enter any Burke office if you fail to complete and submit a health screening questionnaire if required by the building in which the Burke office is located or you refuse to submit to a temperature check if requested.
5.	You may not enter or remain in any Burke office if you are not wearing a mask or face covering at all times. The only exceptions to this rule are (i) a deposition witness who remains behind a protective barrier while testifying, (ii) an attorney who remains behind a protective barrier while deposing the witness, and (iii) a Burke employee who is in a designated office or conference room with the door closed completely.
6.	You may not enter or remain in any Burke office if you fail to maintain the physical distance of at least six feet from all other individuals at all times while in the Burke office.
7.	You may not enter or remain in any Burke office if you vacate the designated conference room, speaking area, office and or restroom that are assigned specifically to you, or you fail to follow designated walk patterns.
8.	You may not enter or remain in any Burke office if you fail to regularly wash or sanitize your hands, and limit your touch points to only the most necessary surfaces.
9.	Burke will not provide any refreshments of any kind, so you may wish to bring your own refreshments (i.e., coffee, water, etc.)
10.	Burke will not provide any computer equipment, cables, cords, etc., so you may wish to bring your own equipment.