

## COVID-19 Risk assessment

**Firm name:** Proskauer Rose (UK) LLP

**Assessment carried out by:** Megan Moser, Audit; Kit Lee-Demery, Business Continuity; Beatrice Pryde-More, Human Resources, Wayne Horton, Facilities

**Date of next review:** December 2020 or earlier if required

**Date assessment updated:** 18<sup>nd</sup> June; updated 7<sup>th</sup> July, and 14<sup>th</sup> August 2020

**Notes:** This risk assessment is specific to COVID-19. A separate risk assessment is prepared at an office basis, and reviewed and updated quarterly. In addition, this office has fire risk assessments carried out on a yearly basis by Chubb Fire & Security and general office risk assessments carried out by Systems Concept. It should be noted that this office is generally considered to be low risk as it is spacious and well maintained. In addition, our building management has performed an overall building risk assessment.

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please note that according to the NHS, the main symptoms of COVID-19 are a high temperature, a new continuous cough and a loss or change to your sense of smell or taste. To protect yourself and others please remain at home should you show any signs of these symptoms and get a test.

Following are the Firm's Stages:

- The office closed on 25 March 2020.
- Stage 0: 8 June – 24 August 2020
  - Limited capacity; only essential personnel attended the office to complete critical preparatory works for office re-opening
- Stage 1: to commence on 25 August 2020
  - Up to 25% capacity; limited personnel can come to the office after approval process
- Stage 2: dates to be confirmed
  - Up to 50% capacity; limited pre-approved personnel can come to the office
- Stage 3: dates to be confirmed
  - To be determined based on local government guidelines

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Further action to take in order to control the risks	Who is to carry out the action?	When is the action needed by?	Complete
Coronavirus spreads from person to person	Staff, visitors and contractors	N/A	- Social distancing markers at 2m have been placed on hallway floors to note one way traffic	Firmwide Communication / Training requirement	Complete	Complete

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			<ul style="list-style-type: none"> <li>- Building landlord has installed signs and floor markers in lobby and elevator to promote social distancing</li> <li>- Plexiglas panels has been installed in open seating and shared work space to ensure social distancing.</li> <li>- Safety training video regarding new policies and procedures, such as requirements to wear mask, what to do if you are sick, social distancing, completing health declaration, sick policy, cleaning protocols, etc.</li> <li>- PPE (disposable face masks, hand sanitiser, disinfecting wipes) is given to all personnel and stock kept on hand.</li> <li>- Additional PPE (such as face shields) given to employees working in open areas and employees required to move throughout the office (eg. Facilities personnel)</li> <li>- All employees are returning to the office in stages to promote social distancing and limit capacity by floor. Work shifts will be staggered and employees will be encouraged to come to the office in off peak times to avoid commuting congestion.</li> <li>- Training on how to wear masks and acceptable use types is included in the training video.</li> <li>- Daily declaration is required to be signed prior to coming to the office; if an individual cannot respond to the declaration, the building access cards will not be turned on and access will not be granted.</li> <li>- Building ventilation increased</li> </ul>	<p>Kit Lee Demery</p> <p>Facilities/ Operations - Wayne Horton Beatrice Pryde- Moore</p> <p>Beatrice Pryde- More – declaration and review responses</p>		

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			<ul style="list-style-type: none"> <li>- Deep cleaning of office occurring prior to reopening for Stage 1.</li> <li>- Increased cleaning implemented throughout the office during the day</li> <li>- Maximum capacity limits have been introduced in meeting rooms and toilet facilities</li> <li>- High touch point areas (such as tea points, phone booths and stationary cupboards) have been closed until further notice</li> <li>- Internal contact tracing solution is being implemented. If someone has COVID or has symptoms, they are to go home immediately and notify Beatrice Pryde-More. She will notify any individuals that the person has had contact with and send them home to self-isolate.</li> <li>- Building Management will be notified of any suspected or confirmed cases - Business travel is temporarily suspended. Personal travel is being tracked; anyone who has been to an 'at risk' country must self-isolate at home.</li> </ul>			
<p><b>At risk personnel come to the office unaware that they have coronavirus or are sick</b></p>	<p>Staff, visitors and contractors</p>	<p>All employee access cards are deactivated</p>	<p>- All employees will be required to acknowledge a declaration each morning prior to coming to the office. The declaration will state that they are in good health/have not to their knowledge interacted with anyone who has tested positively for coronavirus, have not tested positive for COVID in the past 14 days nor experienced any symptoms. If an employee cannot confirm</p>	<p>Facilities/ Operations - Wayne Horton Beatrice Pryde-Moore  All Personnel</p>	<p>Complete</p>	<p>Complete</p>

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			<p>these statements, the employee's access card will not be activated. Declaration results will go to the Office Admin in London who will be responsible for access card activation coordination.</p> <ul style="list-style-type: none"> <li>- PPE is provided to all employees (face masks, hand sanitizer, disinfecting wipes, thermometer, pulse ox); stock is available in the office.</li> <li>- All employees will receive training. Training will explain symptoms, how to protect yourself and others around you, how to put on and take off PPE, sick leave policies, new Firm policies, etc.</li> </ul>			
<b>Virus spreads due to insufficient cleaning</b>	Staff, visitors, and contractors	Enhanced cleaning protocols	<ul style="list-style-type: none"> <li>- Enhanced cleaning protocols and policies are in place.</li> <li>- A specialised vendor has been placed on retainer to deep clean and sanitise areas if someone has become infected/sick.</li> <li>- All employees will receive training; a pack of disinfecting wipes is being provided to all employees to clean their desk and work area before they leave the office.</li> </ul>	<p>Facilities/ Operations - Wayne Horton Beatrice Pryde-Moore</p> <p>Firmwide Communication / Training requirement Kit Lee Demery</p> <p>All Personnel</p>	Complete	Complete
<b>Inability to notify impacted individuals if someone</b>	Staff, visitors and contractors	N/A	<ul style="list-style-type: none"> <li>- Internal Contact tracing policy and process is being implemented (targeted mid September). Until software is implemented, individuals will be required to complete a</li> </ul>	Implementation is in progress (Information)	September 15th	In progress

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becomes infected or is sick			<p>daily Contact Tracing Form to include the names of any individuals that they have been in close contact with during their time in the office</p> <ul style="list-style-type: none"> <li>- Technology implementation is TBD</li> </ul>	<p>Technology team) TBD- in review with Privacy Lawyers</p>		
Business or personnel travel and do not self-quarantine after trip	Staff, visitors and contractors	N/A	<ul style="list-style-type: none"> <li>- Business travel is suspended until further notice; notification is posted on internal coronavirus website</li> <li>- require personnel to notify BePrepared with personal travel plans</li> </ul>	Firm communication regarding travel / training	Complete	Complete
Personnel attend conferences, training, other gatherings	Staff, visitors and contractors	N/A	<ul style="list-style-type: none"> <li>- Conferences, training, speaking engagements, etc. are suspended until further notice</li> <li>- Require personnel to notify BePrepared with any requests, etc.</li> <li>- Meeting rooms will have maximum capacity requirements when face to face meetings can take place.</li> <li>- Face to face meetings should be limited as follows: Stages 0 and 1: face to face meetings should not take place. Stage 2: to be determined Stage 3: to be determined</li> <li>- Clients and visitors will not be permitted to attend the office until Stage 3.</li> </ul>	Firm communication regarding travel / training	Complete	Complete
Individuals who commute by public	Personnel that take public transportation	N/A	<ul style="list-style-type: none"> <li>- Personnel are encouraged to work from home</li> </ul>	Firmwide decision	In Progress- Benefits is	

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transportation travel to the office, more exposed, etc.			<ul style="list-style-type: none"> <li>- Public transport should be avoided where possible, and travel to work alone using their own transport</li> <li>- All personnel should follow current UK government advice and guidance on the precautions to take while travelling</li> <li>- Researching a cycle 2 work scheme</li> </ul>	Beatrice Pryde-More  Benefits – cycle 2 work scheme	reviewing options	
Personnel that have compromised immune systems; those with family/housemates with compromised immune systems	Staff	N/A	<ul style="list-style-type: none"> <li>- Consult with Benefits and HR regarding any accommodation needs.</li> <li>- Personnel should continue to work remotely</li> </ul>	HR/Benefits	Complete - provided in training; accommodations will be handled by Benefits/HR as needed and required.	Complete
Personnel have childcare issues due to lack of summer camps, day care, school, etc.	Staff	N/A	<ul style="list-style-type: none"> <li>- Consult with Benefits and HR regarding any accommodation needs.</li> <li>- Personnel should continue to work remotely</li> </ul>	HR/Benefits	Complete - provided in training; accommodations will be handled by Benefits/HR as needed and required.	Complete
Personnel do not report when they are	Staff	N/A	- During Stage 1 of the office re-opening, any requests for access must be made by 12 noon the day before access is required.	Beatrice Pryde-More Legal Directors	Complete	Complete

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coming to the office			<p>Requests from lawyers will be reviewed by Beatrice Pryde-More and requests from business services personnel will be reviewed by the relevant Department Chief. Only personnel who have been approved to access the office will have their access cards enabled, all other access cards will remain disabled.</p> <ul style="list-style-type: none"> <li>- During later stages, Legal Directors and Chiefs are responsible for creating working groups that will go into the office on rotating schedules to increase social distancing</li> <li>- Review of the groups will be completed by the Office Administrator to ensure they are appropriate</li> </ul>	Chiefs		
Any new protocols are not clearly communicated	Staff	Coronavirus website available to all employees	<ul style="list-style-type: none"> <li>- All personnel must attend COVID-19 Firm training before they come to office (training will be available on the learning portal late August)</li> <li>- Training must include building specific items such as how to get in/out, lift policy, etc.</li> <li>- Signage is posted throughout the office regarding distancing protocols, requirements for face coverings, one-way systems, areas that are temporarily closed and maximum capacity limits.</li> </ul>	Kit Lee-Demery	All personnel	Complete
Lifts -Social distancing rules may cause long queues. Not	Staff, visitors, contactors, other tenants	N/A	<ul style="list-style-type: none"> <li>- signage in the lobby</li> <li>- one way entrance/exit</li> <li>- path ways for visitors and tenants are clearly labelled</li> </ul>	Building Wayne Horton, Facilities	Complete	Complete

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clear on how many individuals can be in the elevator at the same time			<ul style="list-style-type: none"> <li>- floor markings for where to stand while waiting for the lift</li> <li>- limit to 4 individuals per lift with floor markings directing where to stand</li> <li>- The building landlord will be continually monitoring and reviewing building occupancy levels to assess whether new procedures need to be implemented as the building capacity increases</li> </ul>			
Users may not be able to use social distancing in internal stairwells	Staff, visitors and other tenants	N/A	<ul style="list-style-type: none"> <li>- Both fire exit stairwells have been divided to maintain one way systems. South East (glass stairwell) will be used for downward travel only, and the South West stairwell is for upward travel only.</li> <li>- Both stairwells revert to downward travel in the case of an emergency evacuation.</li> </ul>	Building Wayne Horton, Facilities	Complete	Complete
Toilets – Proskauer Only	Staff and visitors	N/A	<ul style="list-style-type: none"> <li>- increased cleaning has been implemented throughout the day</li> <li>- the maximum capacity is limited to one individual per bathroom (have signage for occupied/vacant on door)</li> <li>- signage has been posted in the bathrooms signalling requirements for hand washing, sanitising hands etc.</li> <li>- Vacant/Occupied signs have been posted on the entry doors to signal when the bathroom is in use</li> <li>- every other sink and urinal has been blocked off to increase social distancing for when the maximum capacity will be increased at later re-opening stages</li> </ul>	Beatrice Pryde-More Wayne Horton	Complete	Complete



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<b>Toilets - Shared</b>	Staff, visitors and other tenants	N/A	<ul style="list-style-type: none"> <li>- increased cleaning has been implemented throughout the day</li> <li>- every other sink and urinal has been blocked off to increase social distancing for when the maximum capacity will be increased at later re-opening stages - the maximum capacity is limited to two individuals per bathroom (have signage for occupied/vacant on door)</li> <li>- signage has been posted in the bathrooms signalling requirements for hand washing, sanitising hands etc.</li> </ul>	Beatrice Pryde-More Wayne Horton	Complete	Complete
<b>Tea Points and Common Areas</b>	Staff	N/A	<ul style="list-style-type: none"> <li>- All tea points will be closed until at least the end of Stage 1</li> <li>- When open: place signage to limit pantries to one individual however, they as are in hallways, all personnel will be required to wear a face mask while using the tea point</li> <li>- The common seating area in Proskafé is closed</li> <li>- Bottled water will be provided to any personnel accessing the office while the tea points remain closed</li> </ul>	Beatrice Pryde-More Wayne Horton	Complete	Complete
<b>Meeting rooms</b>	Staff and visitors	N/A	<ul style="list-style-type: none"> <li>- meeting capacity of 4 or less per meeting room dependent on size</li> <li>- removal of chairs to limit seating</li> <li>- signage explaining seating capacity</li> <li>- green dots to mark where to sit to maintain social distancing</li> </ul>	Beatrice Pryde-More Wayne Horton	Complete	Complete

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<b>Open floor plans / shared seating / secretarial seating</b>	Staff	N/A	<ul style="list-style-type: none"> <li>- Plexiglas has been installed as protective barriers around the outside of the business services pods</li> <li>- Anti-bacterial wipes will be available to wipe down equipment (eg. Printers) before and after use</li> <li>- In later stages when the office occupancy is higher, secretaries will be responsible for collecting any printing and moving it to designated pick up spots</li> </ul>	Beatrice Pryde-More Wayne Horton	Complete	Complete
<b>Personnel continue to come to the office when closed or not for their grouping</b>	Staff	N/A	<ul style="list-style-type: none"> <li>- keep access cards disabled for those who are not assigned to come to the office; require training; clear communication, etc.</li> <li>- signs in hallways; one way traffic</li> <li>- new system put in place to allow remote access for enabling / disabling access cards</li> </ul>	Wayne Horton IT	Complete	Complete
<b>Employees stealing PPE (wipes, hand sanitizer and masks)</b>	Staff	N/A	<ul style="list-style-type: none"> <li>- supplies will be labelled</li> <li>- supplies will be stored in a room with facilities team only access</li> <li>- PPE will be counted/inventoried at least weekly by Facilities; any unusual decreases in PPE will be investigated</li> </ul>	Wayne Horton	Complete	Completed
<b>Personnel travel to other offices (not their home office) to work</b>	Staff	N/A	<ul style="list-style-type: none"> <li>- travel to other offices will not be permitted</li> <li>- access passes will not be activated for any office outside of your home office</li> </ul>	Wayne Horton and Kit Lee Demery	Complete	Complete
<b>Phone Booths</b>	Staff	N/A	<ul style="list-style-type: none"> <li>- phone booths will remain closed until further notice</li> </ul>	Beatrice Pryde-More	Complete	Complete

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				Wayne Horton		
<b>Print room</b>	Staff	N/A	- restrict use of print room to one member of staff at any one time. - Facilities staff using the print room will be separated to ensure that only one person is accessing the room at any time.	Beatrice Pryde-More Wayne Horton	Complete	Complete
<b>Mental Health and Well-being affected</b>	Staff	Employee Assistance Program  Virtual benefit programs (yoga, meditation)	-Training program will include the mental health resources available to all personnel. - Benefit resources regarding mental health and well-being are posted on the internal coronavirus website	Benefits team	Complete	Complete
<b>Confirmation that all Tenant Contractors have been made aware of the 110 Bishopsgate Contractor Risk Assessment (COVID-19 Operations) and will comply with the controls</b>	Staff and Vendors	N/A	- Forward contractor risk assessment checklist to all contractors	Wayne Horton	31/7/2020	Complete
<b>Review Fire Warden coverage and First Aid as</b>	Staff	N/A	- All facilities team members will be fire warden trained to act as the designated fire wardens across any floor that is occupied during stage 1.	Beatrice Pryde-More Wayne Horton	731/72020	Complete

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part of their COVID-19 risk assessment			- During later stages, rotating schedules will include additional fire wardens as the office occupancy increases			

#### SUMMARY

Proskauer Rose’s London office is taking precautions within the workplace to allow social distancing and the firm has given much consideration to its duty of care to staff, visitors and contractors. To this end, the London office is low risk in terms of enabling precautionary measures for COVID-19.

The identifiable highest risks areas are travelling to the office and the common areas of the building, i.e. the lobby, the lifts and the restroom facilities.