

## D.C. Office Visitor Policy

All visitors will be required to complete a health and exposure monitoring questionnaire prior to entering our office on the date of their visit. Visitors will not be permitted to enter our office unless they have completed our online OfficePass questionnaire.

All visitors must comply with the firm's policies and protocols while in our offices including, but not limited to:

- Beginning September 30, 2021, all visitors who seek to enter our offices must be vaccinated. Also, effective March 14, 2022, all lawyers, staff and/or visitors to any U.S. office must have received a vaccine booster. Visitors will be required to affirm their fully vaccinated status in our online OfficePass questionnaire.
- Effective March 1, 2022, all fully vaccinated visitors will no longer be required to wear masks in our D.C. office. Building management has also lifted its mask mandate in the common areas including the lobby, elevators, corridors and restrooms.
- Visitors should not enter the office and/or leave the office immediately if they feel ill.
- Visitors must be escorted at all times. Visitors should not enter any vacant conference rooms, offices or workspaces as those spaces may be designated for other personnel.

Thank you for adherence to our visitor policy.