The Delaware County Bar Association (“DCBA”) is adopting the following protocols and procedures to enable it to reestablish more regular on-site operations during the continuation of the COVID-19 health crisis. In developing these protocols and procedures, the DCBA intends to abide by all requirements and directives of the Commonwealth of Pennsylvania and the federal government and will consider any recommendations and guidance regarding business operations issued by the Pennsylvania Department of Health and the Centers for Disease Control. Because the current pandemic remains a fluid situation, the DCBA will be implementing the following rules based on the current situation. However, these rules may be amended and changed as the evolving health situation requires. In implementing these protocols and changing them as needed, the DCBA’s focus is the health of its staff and their families. All DCBA employees are asked to be flexible as the health situation or state government orders change.

I. STAFF-REOPENING PROCEDURE

Prior to the reopening of the DCBA to the membership or the general public (when Delaware County is designated in the “green zone”), a schedule will be created to limit the number of staff people present at any given time to three people. Staff schedules will be staggered, and those staff who are able to work remotely may continue to do so.

The Executive Director or his designee shall be cognizant and attentive to and scheduling needs of staff members that are related to COVID-19.

While on the premises of the Bar Building, staff must adhere to the following protocols:

1. Staff must try to keep as much physical distance between themselves and others in their offices as much as may be possible.
2. Staff will be required to disclose any symptoms which may be related to COVID-19 and will be asked to undergo a temperature check by use of a contactless thermometer. Any staff person who has a temperature, exhibits any symptoms of COVID-19, or discloses contact with a person who has COVID-19 will be asked to return home to work remotely.
3. Staff who exhibit any symptoms of COVID-19, have tested positive for COVID-19, or who have been exposed to COVID-19 will not be permitted to return to work on-site within 14 days or until cleared by a health care professional.
4. During the work day, staff will remain in their offices to the extent possible.
5. Staff are not permitted to congregate in common areas of the Bar Building.
6. Staff using common equipment such as the copy and fax machine should apply hand sanitizer before use of the equipment and should wipe down any surfaces after using the equipment.

7. Until further notice, staff are not permitted to eat meals or snacks in the kitchen area but are permitted to eat at their desks.

8. Staff should regularly wipe down their keyboards, telephones, office door handles and desk surfaces with disinfectant at the end of each day. Disinfectant will be provided by the DCBA.

9. Staff may wear masks or face coverings while in the building as much or as often as they desire. When using common areas, staff are encouraged to wear masks or face coverings or remain a minimum of six feet from any other staff person.

II. REOPENING TO THE DCBA MEMBERSHIP AND GENERAL PUBLIC

Until Delaware County is designated in the “green zone” by the Pennsylvania Governor, members of the Association and general public will not be permitted into the Bar Association building. Exceptions may be made for court-related matters, such as arbitrations or mediations, which are time-sensitive. However, any participants in said arbitrations or mediations must adhere to the following:

1. All participants must wear a face covering and must adhere to social distancing of six feet.

2. All participants will be required to undergo a temperature screening before being permitted access to the facilities. Any participant who has a fever or who indicates any recent contact with someone who has contracted COVID-19 will be denied entrance.

3. Participants will only be permitted in the auditorium and must sit in areas designated for appropriate social distancing. Participants will also be permitted in the restrooms (one person at a time) but will not be granted access to any other part of the Bar Building.

Once Delaware County is designated as being in the “green zone”, members of the Association and general public will be permitted access to the building for the following limited purposes:

1. Member attorneys may access the building for the purposes of holding or participating in depositions, mediations or arbitrations with the following restrictions:
   a. All depositions, mediations, or arbitrations must be scheduled in advance.
   b. The only two rooms to be used for depositions, mediations, or arbitrations are the Boardroom and the Auditorium.
   c. No more than 6 people will be permitted in the Boardroom at any given time, and no more than 15 people will be permitted in the Auditorium at any given time.
d. All DCBA members or members of the general public accessing the Building will be required to undergo a temperature check with a contactless thermometer and wear a face covering at all times while in the Building.
e. No DCBA members or members of the general public will be permitted to congregate in the lobby area. Any individual not actively participating in the deposition, mediation, or arbitration will be required to wait outside of the building until he/she is needed.
f. Use of the restrooms by DCBA members and members of the general public will be limited to one person at a time.

2. On-site CLE and educational programming will not resume until further notice.

3. On-site meetings (including Board meetings and Section and Committee meetings) may be held in the Auditorium or Boardroom, but attendees must submit to a temperature check with a contactless thermometer, wear masks or protective face coverings, and adhere to appropriate social distancing. Committees and sections are encouraged to continue to use Zoom or Go-To-Meeting when practical to host meetings virtually for the foreseeable future.

4. Access to the Building by members of the public for lawyer referral will remain limited. No more than two people will be permitted into the lobby at one time, and all individuals entering the building will be required to wear face masks. The glass partition at the front desk will remain closed to limit contact between the receptionist and the person seeking the lawyer referral. Floor markings will also be installed to indicate appropriate distancing. Once a visitor is provided with a lawyer referral, he/she will be required to leave the building.

5. No outside organizations or groups will be permitted to rent space at the Bar Building until further notice.

III. CLEANING AND BUILDING MAINTENANCE

1. The DCBA employs an outside service which cleans the building two times per week. Prior to opening to the DCBA members and the general public, a thorough cleaning and sanitizing of the building will be performed. The cleaning service will resume its regular schedule of coming to the office on Tuesday and Thursday evenings. The cleaning service will be advised that its employees should follow all appropriate health guidelines when accessing the Building. Additionally, office spaces and surfaces such as door knobs, light switches, and areas used by DCBA members and members of the public will be sanitized on a daily basis.
2. Any companies which perform maintenance at the Bar Building will be required to adhere to all appropriate health guidelines, including the use of masks or face coverings and adhering to appropriate social distancing.