

# COVID-19 EXTERNAL VISITOR POLICY

Nixon Peabody LLP  
Human Resources Policies

---

## Scope

This policy applies to all personnel and all external visitors to the firm during the COVID-19 pandemic. This policy will remain in effect until modified or rescinded by the firm.

## Description:

Business-related events or meetings involving visitors to our U.S. offices should be scheduled in advance by the relevant Office Administrator. Prior to a visitor's arrival at the firm, the visitor must monitor their health closely and self-check for COVID-19 symptoms. If an individual is experiencing symptoms of COVID-19 or other communicable illnesses, the visitor must not enter the office until it has been at least 5 days since the onset of symptoms and they have been fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved. They must wear a well-fitting face covering in the office until it has been at least 10 days since their symptoms first appeared.

Additionally, if a visitor has been in close contact with someone with a confirmed case of COVID-19 or they have tested positive for COVID-19 within the 10 days prior to their scheduled visit they must notify their host, who will contact Regional Human Resources for further instructions.

The firm will have face coverings available for visitor use. All individuals are asked to respect the personal space of others.

Additionally, visitors must comply with the following requirements:

- / If a visitor develops any of the symptoms of COVID-19 while visiting Nixon Peabody's offices, they must leave the office immediately, and notify the individual hosting them as soon as practicable.
- / If they test positive for COVID-19 or have symptoms of COVID-19 within 48 hours after visiting a Nixon Peabody office, they will immediately notify the Nixon Peabody individual who hosted them in the office.

- / They will comply with any additional COVID-19-related local office policies and procedures, including those related to health and safety.

The following visitor contact information will be collected from the Nixon Peabody host and will be provided to the Office Administrator:

- / Date of visit
- / Office visited
- / Floors and conference room(s) being visited
- / Name of Nixon Peabody partner or employee hosting the visitor
- / Contact information (phone number and email address)

Please also read Nixon Peabody's data collection notice for further information regarding our privacy practices.

## **CONTACT INFORMATION:**

Any questions regarding this policy should be directed to Regional Human Resources or the Chief Human Resources Officer.

**\*Close Contact Definition:** *Close Contact is defined as being within 6 feet of an infected person (e.g. family member, co-worker, friend, etc.), with or without a face covering, for a total of 15 minutes within 24 hours starting from 48 hours before the infected person began experiencing symptoms and/or tested positive for COVID-19.*