



**Planet Depos**<sup>®</sup>  
We Make It *Happen*<sup>™</sup>

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# A Safe Return to In-Person Litigation:

## The Planet Depos Guide



# Executive Summary

Over the next several weeks and months, as areas stabilize from the COVID-19 pandemic and stay-at-home restrictions are relaxed, Planet Depos (PD) will begin transitioning our remote workforce back into the physical workplace. Administrative and satellite offices will begin to reopen to employees, contractors, and visitors. Workers such as court reporters and videographers will begin to be introduced back into the field as needed, whether it be to a law office, courthouse, or other location.

Planet Depos is strongly committed to the health and safety of all staff and visitors to our offices, as well as those working in the field. Therefore, this transition will be measured, consistent with Local, State, and Federal regulations, and will reflect best thinking and practices compiled by experts across the globe.

This guide outlines Planet Depos' plans for reopening our physical offices and sending our workforce back into the field, while addressing our colleagues' most pressing concerns

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## I. PLANET DEPOS OFFICES

### Preparing the Workplace

**Pre-Checks, Cleaning, Disinfecting, and Supplies.** Before Planet Depos' offices reopen to staff, contractors, and guests, pre-return activities will take place in order to combat and/or minimize the likelihood of spread of the virus.



### Cleaning

- Introduce and maintain advanced cleaning and disinfection standards, such as routine cleaning and disinfecting of high-touch spaces and surfaces per health authority guidelines
- Sanitize all workspace areas, including offices, conference rooms, restrooms, and other areas
- Place signage in workspace and common areas promoting safety through emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms



### Common Areas

- Clean and sanitize all surfaces, including high-touch areas (fixtures, light switches, appliance handles, and buttons).
- Clean and sanitize appliances in kitchens
- Ensure adequate disinfectant supplies and face masks
- Remove and/or rearrange furniture in common areas to ensure safe distancing protocols
- Place signage on common rooms displaying the room's maximum capacity for optimal social distancing
- Staff, contractors, and guests will be required to wear face masks in common areas, conference rooms, and/or when social distancing cannot be achieved



## Supplies

- Provide tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizer and wipes containing at least 60 percent alcohol, disinfectants, and disposable towels (based on availability)
- Ensure adequate stock of paper and plastic products (toilet paper, paper towels, cups, utensils)
- Maintain an inventory of disposable masks. Fabric masks and face coverings are also acceptable and encouraged.

**Social Distancing.** Planet Depos will prepare for social distancing in order to reduce transmission of contagious disease among staff, contractors, and guests in its offices. These initiatives will include:

- Using alternating desks in workspaces and increasing distance between desks when necessary
- Reducing capacity of common spaces (i.e. conference rooms and waiting areas), and communicating maximum capacities through signage
- Placing floor markings for safe distancing at entrance points

**High-Touch Surfaces.** High-touch surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items in the workplace that are also touched by others, individuals can reduce their exposure to communicable diseases.

In addition to increasing the number of times high-touch surfaces are cleaned throughout the day, PD will implement the following range of precautions to reduce the risks of these surfaces:

- Affix signage to remind occupants to keep light switches “on” all day
- Provide tissues, towels and/or hand sanitizer in high-touchpoint areas
- Provide no-touch trash cans for safe disposal of wipes/tissues used on high-touch surfaces
- Secure supplies storage and designate personnel to manage stock and distribute items

## Full Disclosure

Prior to entering a Planet Depos office, PD requests that all staff, contractors, and guests disclose if they are presenting with COVID-19 symptoms or have had contact with anyone who has tested positive within the last 14 days so that appropriate accommodations can be made.

## Office Entry

As staff, contractors, and guests begin to return to the workplace, the following protocols will be implemented in order to promote ongoing safety when entering PD offices:

- Full Disclosure signage at all entry points (see above)
  - If the above applies, the individual will be asked to exit the building and to call [888.433.3767](tel:888.433.3767) so that alternate arrangements can be made
  - Any surfaces the individual came into contact with will be promptly cleaned
- Receptionists and/or hosts will be trained on safe interactions with staff, contractors, and guests. They will also ensure the following:
  - Occupancy is at the appropriate levels for safe distancing
  - Anyone entering the office is wearing a face covering; if not, one will be provided to them
- For the above reasons, office entry will be limited to one designated entrance point. Floor markings will be installed to ensure distancing at entrance points

### Reception, Conference Rooms and Common Areas

The following guidelines will be implemented in common areas, including kitchens, conference rooms, and waiting rooms:

- The use of face coverings will be required (disposable and cloth are acceptable)
- Chairs will be removed or rearranged to promote social distancing
- Unattended and/or open food and beverage items will be disposed of
- High-touch surfaces will be reduced and/or cleaned on a more frequent basis
- The maximum safe occupancy for each common room will be calculated and affixed to room entrances

### Personal Hygiene

In addition to all these precautions, Planet Depos understands the importance of ensuring all staff, contractors, and guests are aware of any new office practices and health recommendations, not just for their own benefit, but for the safety of those around them.

Planet Depos will encourage good personal hygiene and infection control practices in the office, including:

- **Touchless greetings:** Discourage hand shaking and instead encourage touchless greetings such as nods or waves
- **Respiratory etiquette:** Encourage covering and turning away from others when coughing and/or sneezing
- **Hand hygiene:** Promote frequent and thorough hand washing and have hand sanitizer available in multiple locations adjacent to common touchpoints

## II. WORKERS IN THE FIELD

### Preparing the Workforce

Planet Depos is committed to the health and safety of workers returning to jobs in the field, as well as the occupants, clients, and visitors present at the job sites to which they are traveling.

Planet Depos is preparing workers to reenter the field through the measures outlined below and through the remainder of this section:

- Staying updated: Planet Depos is keeping abreast of Local, State, and Federal mandates and orders regarding safe returns to the workplace and recommended safety guidelines
- Regular announcements: Planet Depos leadership will communicate regularly with all workers and contractors towards full awareness of any changes or new recommendations designed to keep everyone safe and healthy
- Shared responsibility: Planet Depos will ensure all workers are aware of its enhanced health and safety practices, not just for their own benefit, but for the protection of those around them

### Before the Job

Prior to each job, reporters, videographers, interpreters, and all other workers are reminded to inform PD headquarters right away if they present symptoms or have been exposed to or diagnosed with COVID-19.

If any of these conditions do apply, PD is equipped to offer alternative arrangements or replacements that will allow proceedings to go forward as scheduled.

### At the Job

Upon arrival to a job location, Planet Depos staff are required to come prepared with a face mask (disposable or fabric masks are acceptable).

In addition, Planet Depos staff and contractors are encouraged to continue practicing good personal hygiene wherever work takes them, including touchless greetings, frequent handwashing, and respiratory etiquette.

## III. FINAL THOUGHTS

Planet Depos recognizes that communicating with our clients and with our staff is more important now than ever. Throughout the migration back into the physical workplace, PD will continue to review and adopt best practices for health and safety, provide guidance and recommendations to our team, and welcome ongoing feedback from our staff, contractors, and guests.

These steps are part of our ongoing commitment to Make It **Happen**. Our values as a family business have brought us to where we are today. These same values will support us through this challenging chapter and propel us forward when we emerge on the other side of this crisis.

***Disclaimer:** While Planet Depos is using best practices as set forth by the CDC and other state and local governments, the COVID-19 pandemic is ever changing, and this will be updated as new information becomes available. All visitors are assuming risk by participating in in-person legal proceedings.*