



The Los Angeles County Bar Association's Guide to Reopening Your Law Office

*The Los Angeles County Bar Association is not providing legal advice, and this document is not intended for use as a specific plan to reopen your business. This document is a summary of official guidelines available on state and county websites. Please consult experts, relevant websites, and county and state guidelines when creating your own plan.

The following sources were used to create this document

<https://covid19.ca.gov>, <http://publichealth.lacounty.gov/media/coronavirus/>, and <https://www.cdph.ca.gov>. Please review the appropriate resources in order to assist with opening your law office since requirements will vary from case to case. This document was created to help you develop a comprehensive guide to reopen your office in a safe manner. It is LACBA's goal to help employers provide a safe workplace for attorneys, staff, and clients. The guidelines should be used to develop a practical plan to reopen your business.

The County of Los Angeles has entered Stage 2 of the [State's Roadmap to Recovery](#). As the County and State begin to ease safer at home orders, please review the following guidelines.

STAGE 2 BUSINESSES INCLUDE

- Curb-side Retail
- Manufacturers
- Logistics
- Childcare for those outside of the essential workforce
- Office-based businesses (telework continues to be strongly encouraged)
- Select services: car washes, pet grooming, and landscape gardening
- Outdoor museums, and open gallery spaces and other public spaces with modifications

SET TO REOPEN "SOON" UNDER STAGE TWO

- Other low-risk businesses (manufacturers, offices, retail)
- Essential health care
- Outdoor recreation and libraries
- Museums, cultural centers, galleries

LOS ANGELES COUNTY REQUIRES THE FOLLOWING SAFEGUARDS TO BE IN PLACE BEFORE OPENING

- Ensuring health care system capacity
- Protecting vulnerable populations
- Ensuring public health capacity to test, trace and isolate
- Developing protocols to keep workers and residents safe

Los Angeles County's Roadmap to Recovery can be found [here](#) and a PDF presentation can be found [here](#).

While County and State guidelines are similar, a more comprehensive checklist for opening “Office Workspaces” can be found [here](#). A supplemental guide to the checklist can be found [here](#). Offices are categorized to reopen “Soon” under Stage 2 of the state’s guidelines, and law firms and public-facing businesses should be in the process of creating a plan to reopen. The highlights below are guidelines and should not be used as a comprehensive list to reopen. Please consult additional resources when creating your plan.

HIGHLIGHTS FOR LAW OFFICES TO CONSIDER



1. CONTENTS FOR A PERSONALIZED LAW OFFICE PLAN

- The individual(s) responsible for implementing the plan.
- Risk assessment and measures taken to prevent the spread of the virus
- Training and communication with employees on the plan
- Process to investigate COVID-cases, alert health department, and identify and isolate close workplace contacts of infected employees until they are tested



2. LAW OFFICE EMPLOYEE TRAINING

- Information on COVID-19, preventing spread, and identifying who is vulnerable
- Self-Screening at home using CDC guidelines
- The importance of not coming to work if employees are showing symptoms
- When to seek medical attention
- Importance of hand washing
- Importance of physical distancing



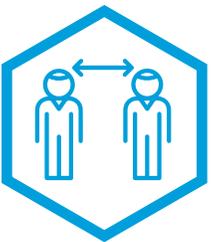
3. CONTROL MEASURES & SCREENING AT THE LAW OFFICE

- Symptom screening and/or temperature checks
- Encourage workers who are showing symptoms of COVID-19 to stay home
- Provide disposable gloves to workers
- Strongly recommend face masks
- Increase distance between tables/chairs in breakrooms and other commonly used shared spaces
- Communicate to customers/clients that they should use face masks



4. CLEANING AND DISINFECTING YOUR LAW OFFICE

- Perform thorough cleaning in high traffic areas
- Frequently disinfect commonly used surfaces and personal work areas
- Clean touchable surfaces
- Equip shared spaces with proper sanitation products
- Ensure sanitation products stay stocked at all times
- Use products approved for use against COVID-19 on the [EPA approved list](#) and follow product instructions and Cal/OSHA requirements.



5. LAW OFFICE PHYSICAL DISTANCING GUIDELINES

- Implement measures to physically separate workers by at least six feet
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity of conference and meeting rooms
- If they are necessary, adjust in-person meetings to ensure physical distancing
- Stagger breaks, in compliance with wage and hour regulations, if needed
- Limit the number of individuals riding in an elevator and ensure the use of face masks
- When feasible, limit the number of employees at the office at one time by telework and modified work schedules

CONTACT LACBA

Main Office: 213.627.2727 | **Main Office Fax:** 213.833.6717

Administrative Offices

1055 West 7th St. | Suite 2700 | Los Angeles, CA 90017-2577

Mailing Address

Los Angeles County Bar Association | P.O. Box 55020 | Los Angeles, CA 90055-2020

Office Hours:

LACBA's business hours are 8:45 to 5:00 Monday through Friday.

