

We are excited to welcome back in-person cases in our offices! In keeping with our commitment to be the gold standard in our industry, we are taking every reasonable action to keep our staff, neutrals, clients, guests and vendors safe. We have implemented the following PPE and safety measures to be socially responsible in the interest of our collective health and safety.

## JW WEST LA OFFICE CAPACITY

Chairs have been removed in conference rooms from all venues to accommodate a maximum of 50% capacity in order to comply with social distancing within conference rooms.

Reduced office capacity: We are operating at 50% capacity until further notice.

### As of February 22, 2022

Los Angeles County continues to require that face masks are worn in indoor spaces at all times, regardless of vaccination status, until further notice.

## JW WEST LA BUILDING SAFETY PROTOCOLS

Please view safety protocol measures for this building here: <https://bit.ly/34H0EKx>

**Please note that effective Saturday, July 17, 2021, masks must be worn indoors (common areas and conference rooms) by all staff and visitors.**

Los Angeles County has revived a mandatory indoor mask policy for everyone regardless of vaccination status. This step has been taken due to the rising number of coronavirus cases linked to the delta variant.

# Returning to JW West LA

## SAFETY MEASURES & REQUIREMENTS

- **Important: Upon Arrival**

- Touchless temperature scan for staff, clients, and neutrals required upon entry
- Masks covering your nose and mouth will be required in all common areas

- **Reduced Capacity for Staff Offices**

- Reconfigured workspaces have been implemented in staff offices to comply with social distancing
- Adequate cleaning supplies are available in offices and staff are encouraged to clean their workspaces regularly throughout the day
- Masks MUST be worn when you leave your offices

- **Reduced Capacity for Conference Rooms**

- Capacity is being monitored in conference rooms to comply with social distancing
- We can accommodate a maximum of 3 people (not including the neutral) per standard room with a very limited number of large rooms available for groups up to 6
- Conference room sanitization and single use of rooms each day
- Masks MUST be worn when you leave your conference rooms
- Plexiglass dividers available for conference rooms upon request

- **Coffee, Water, Beverages, and Prepackaged Snacks Remain Available**

- If you are with us through the lunch hour, individual packaged lunches will be provided
- Rooms will be called accordingly to ensure proper spacing between guests so they can avoid crowding and pick up their lunches with adequate distancing.
- Lunches will be sealed

- **Sanitization and Screening**

- Additional sanitizing products are available throughout the office to encourage regular hand sanitizing
- Additional cleaning of common areas and high-touch areas
- Social distancing accommodations along with safety reminders throughout the office
- Electrostatic sanitizing sprayer used to sanitize conference rooms
- Screening: we ask that all self-screen at home and if anyone (clients, neutrals, staff) is not feeling well, we ask that you please stay at home

All safety measures listed above are mandatory, regardless of vaccination status.

In order to ensure all are comfortable returning in-person (neutrals, clients, and staff), it is important we adhere to these preventative measures. Assume you are interacting with unvaccinated people, or with people who have unvaccinated household members who are at increased risk.

# Returning to JW West LA

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## PPE AVAILABLE IN ALL JW OFFICES

- Touchless temperature scanner
- Individually packaged return to office kits for each guest which includes hand sanitizer, a cloth mask, and JW stationery
- Automatic hand sanitizers in common areas
- Disposable mask dispensers in common areas
- Disinfectant wipes and sprays readily available
- Additional cloth masks, filters, and disposable masks available
- Plexiglass available upon request for conference rooms

## HVAC

- HVAC filters in that building have been upgraded with MERV-13 filters or higher rated filters as minimum standard, where possible in all tenant spaces.
- Works with contractor, Camfil to monitor and maintain filters and HVAC system
- Maximized outside air and ventilation where practical along with flushing building prior to occupancy
- After-hours HVAC available



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## FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. Are vaccinations required?

Vaccinations are encouraged but not required. Therefore, the mandatory safety measures we have in place must be followed, regardless of vaccination status.

### 2. What if the neutral is not comfortable coming in for in-person sessions, but clients want to attend in-person?

**General policy:** Due to our limited capacity, if your neutral is not going to be in person, we ask that everyone remain virtual. Most neutrals feel that parity is key. 100% in-person cases will have priority to reserve conference rooms in any of our offices. Hybrid cases will tentatively be scheduled and confirmed as we get closer to the date depending on capacity. There will always be exceptions if there are extenuating circumstances for situations.

### 3. What if one party has more than 3 people who need to attend in-person in one conference room?

Each of our venues have a very limited number of large rooms available for groups up to 6. Please contact your Case Manager to discuss options. If no large rooms are available, then we ask that you determine who in your party can participate virtually.

Thank you for your understanding and cooperation as we work together toward our collective health and safety. We are excited to see you in our offices soon.



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