



# QUEENS COUNTY BAR ASSOCIATION

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## ***BUILDING REOPENING PLAN***

***Reopening Date:*** Monday, November 8

***Public Hours:*** Monday-Friday, 9:30 am-4:00 pm

***Employee Hours:*** Standard work hours for QCBA employees will be Monday-Friday, 9:00 am-4:30 pm. Standard work hours for QVLP employees will be determined by the QVLP Executive Director. QCBA and QVLP employees may access the building 8:30 am-6:00 pm.

***Vaccination Policy:*** All visitors to the QCBA building are required to be fully vaccinated for the COVID-19 virus. Fully vaccinated is defined as having two doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine, and at least two weeks have elapsed since receiving the final required vaccine. If the United States Centers for Disease Control, New York State Department of Health, New York City Department of Health and Mental Hygiene or other governmental agencies update the definition of “fully vaccinated”, the most recent such definition shall supercede the definition above. All visitors must prove their vaccination status by showing their vaccination card, New York State Excelsior Pass or other governmental issued proof.

Employees of both the Queens County Bar Association and Queens Volunteer Lawyers Project are required to be vaccinated unless otherwise recommended by their personal physicians.

***Mask Policy:*** All visitors to the QCBA building are required to wear a mask in any common area of the building (auditorium, social hall, lobbies, stairwells, hallways, restrooms, law library, etc.). Masks may be removed while eating or drinking or in any of the conference rooms but only if all occupants in the room agree.

QCBA and QVLP employees are encouraged to wear a mask in building common areas but are not required to do so if fully vaccinated. The QCBA Executive Director shall set and enforce the mask policy for QCBA employees within the QCBA office space. The QVLP Executive Director shall set and enforce the mask policy for QVLP employees within the QVLP office space.

***Building Access:*** QCBA staff will admit visitors to the building using a remote buzzer system with video feed and those visitors will be able to exit the building on their own. If they need to reenter, staff will “buzz them in” upon their return. Visitors may only access the building during “Public Hours”. Employee access to the building will be subject to the terms of the QCBA Building Access Policy.

The door to the lower level will remain locked when that space is not in use. All services offered by QCBA will be provided at the window from the lobby to the QCBA office only. The glass doors between the outer lobby and the lobby outside the auditorium will remain closed anytime visitors are in the building.

Member attorneys may use Conference Room A or Conference Room B on an as needed and as available basis. Reservations must be made at least 48 hours in advance and must complete an attestation that all individuals are fully vaccinated and will observe building policies. Clients and affiliated professionals of the member (court reporter, stenographer, opposing counsel) may occupy the same conference room as the member, provided they are in compliance with the vaccination and mask policy.

Conference rooms may be reserved from 9:30 am-12:30 pm or from 1:00 pm-4:00 pm. High contact surfaces in each room and common areas (table tops, chairs, door knobs, handrails, front door handles) will be cleaned by the building caretaker between 12:30-1:00 pm and again at the end of each day. Other high contact surfaces in throughout the building will be cleaned at least once per day. Disinfecting supplies will also be available in Conference Rooms A and B for visitors to use as desired.

The QCBA reserves the right to impose additional access protocols (i.e. temperature checks) as it deems necessary and appropriate.

Any visitor to the QCBA building not complying with the policies above may be asked to leave the premises. Members may also be restricted from reserving conference rooms in the future if the member or anyone occupying the same conference room violates the policies above.

***Lawyer Referrals:*** Those individuals visiting the QCBA building seeking an attorney referral will continue to be directed to call the QCBA office for a referral and will not be admitted to the building for these purposes.

***Revisions:*** The QCBA Executive Director may modify this policy as needed after consultation with the Executive Committee of the Board of Managers, based on guidance from the federal government, the United States Centers for Disease Control, New York State Department of Health, New York City Department of Health and Mental Hygiene, other governmental agencies or as conditions warrant.