



**RILEY NICHOLS & MUNN**  
*Independence • Integrity • Experience*

[www.RileyNicholsMunn.com](http://www.RileyNicholsMunn.com)  
100 Linden Oaks, Suite 101  
Rochester, NY 14625  
PH 585.419.6860  
TF 866.616.6379  
FX 585.419.6875

## **RNM Covid-19 Office Protocol** **Revised May 19, 2021**

Below are the steps we are taking in our office for the safety of our team and clients.

- All team members, not vaccinated, must wear a mask when entering the office.
- Team members who are Not feeling well should NOT come to work.
- Team members, not vaccinated, will take their temperature taken when first entering the office. A temp off 100.5+ will be cause to return home and then get a Covid-19 test.
- Masks must be worn when leaving the office for any reason, if you are not vaccinated.
- Sofa table placed across the lobby to prevent access to the office area by non-team members.
- A **STOP** Sign is placed on the table. Mail and deliveries can be put on table. **Only team members** are allowed past this table until further notice (except the Shred-It person).
- Clients can wait on couch placed before the table and can access the Conference Room from there. Masks are required for meeting participants who are not vaccinated. Requiring proof of vaccine is at the discretion of the team member.
- No Conference Room maximum capacity for vaccinated team members and clients
- Each Team Member is responsible for sanitizing what they touch in the kitchen.
- Hand sanitizer is placed in all offices, conference room, kitchen and lobby.
- Each team member is responsible for sanitizing their own workspace.