

Visiting Ireland Stapleton – Denver Office

September 23, 2020

The well-being and safety of our employees, our clients, and our colleagues is of the utmost importance to us, and we continue to monitor developments associated with COVID-19. Ireland Stapleton is committed to doing its part to [help prevent the spread of COVID-19](#); therefore, we are taking an abundance of caution when it comes to your visit to our office.

While many of our employees continue to work remotely, our offices are open. Though changes have been made to maintain social distancing and a safe environment, including new security protocols for accessing our office, increased cleaning schedules of highly trafficked spaces, and visitor health checks.

Before your visit to our office, please coordinate with your [attorney](#) or our [professional staff](#), as all visitors will need to first check-in at the security desk on the California Street side of the building lobby before being escorted up to the 28th floor. Additionally, to comply with the limits on the number of people gathering, we will need to know if others will be coming with you.

Once you arrive in our office, we will ask to take your temperature and ask you to take a health survey. Guests presenting with a temperature of 100.4° or higher may be asked to reschedule their visit.

During your visit, it is generally required that you [wear a face covering throughout all parts of our office](#). Our employees will be wearing them too. The person you are meeting with will explain if any exceptions (such as giving a deposition) apply to your visit. If you have medical condition that prevent you from wearing a mask during your visit, please raise that with the person you are meeting with before your visit. The [Center for Disease Control recommends](#) wearing face coverings regardless of whether you have a fever or symptoms of COVID-19 since there is evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms.

Coffee service is not available in our office, but there are several coffee shops nearby. We will have water and soda available.

Thank you for your cooperation as we endeavor to do all we can to help prevent the spread of COVID-19. If you have any questions or concerns, please don't hesitate to contact our Administrator Lauren Senior at 303-628-3626 or lsenior@irelandstapleton.com.

Ireland Stapleton Pryor & Pascoe, PC COVID-19 Questionnaire

Thank you for visiting Ireland Stapleton Pryor & Pascoe, PC (“*ISPP*”). The safety of our visitors and employees is of paramount importance to ISPP. As COVID-19 continues to evolve and spread globally, ISPP continues to monitor the situation closely. To prevent the spread of COVID-19 and reduce the risk of potential exposure to our visitors and employees, ISPP is implementing a simple screening questionnaire. All visitors must complete this questionnaire before entering any ISPP office. Your participation is an important part of keeping our employees and other visitors safe, and we thank you for your time. **Any person who answers “Yes” to any of the questions below may be denied access to ISPP’s offices.**

Name (please print):	Phone Number:	
ISPP Location (circle one):	Denver	Grand Junction

- Have you traveled by air anytime within the last 14 days?
 Yes No
- Within the last 14 days have you had close contact with or cared for someone diagnosed with COVID-19?
 Yes No
- Have you been in close contact with anyone who has traveled by air within the last 14 days?
 Yes No
- Have you tested positive for COVID-19 or experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing, or general aches and pains)?
 Yes No

I am visiting an Ireland Stapleton Pryor & Pascoe, PC (“*ISPP*”) office. I understand that, based on information currently available, the COVID-19 virus is continuously spreading throughout the state of Colorado, including via direct person-to-person transmission and hard surfaces. I understand that the COVID-19 virus can cause serious illness or death in individuals of all ages, with or without preexisting conditions. I acknowledge that, while in ISPP’s office, I may come into close contact with other visitors or ISPP employees, including but not limited to in hallways, reception areas, restrooms, or other shared spaces. While ISPP has attempted to minimize the spread of COVID-19, I acknowledge that due to the nature of working in or visiting an enclosed office space, it is impossible for ISPP to completely eliminate the risk of COVID-19 transmission in ISPP’s office.

Dated this _____ day of _____, 2020.

Signature:
