

Covid-19 Visitor Guidelines

Welcome to Kilpatrick Townsend

The health and safety of our attorneys, staff, and clients are our top priorities. As various COVID-19-related state and local orders requiring business closures and social distancing are revised and eased, Kilpatrick Townsend & Stockton LLP (the “Firm”) will continue to assess these orders, our business requirements, and our attorneys, staff, and clients’ needs to determine a set of guiding principles for the operations of our U.S. locations. Based on current recommendations for safety measures and procedures for workplace safety, only visitors with critical business needs and/or court-ordered proceedings are permitted at any Kilpatrick Townsend office at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we encourage visitors to avoid coming into the office unless it is necessary. If you do plan to visit our offices we ask that you adhere to the following guidelines to be permitted to enter the premises:

All Visitors are Required to:

- Complete the COVID-19 Visitor Questionnaire
- Stay within the Conference Room/Reception Area
- Wear a face covering when in common areas
- Follow all directional signage
- Follow all Building policies and guidelines (lobbies, elevators, security, etc)

All Visitors are Strongly Encouraged to:

- Follow recommended CDC and WHO best practices for Social Distancing
- Maintain a distance of six feet apart from others
- Discourage socializing in work areas, congregating in hallways and other similar activities
- Follow CDC and WHO best practices for Personal Protection
- Limit contact with surfaces and objects
- Limit contact with door handles, elevator buttons, key pads, etc
- Cover your cough or sneeze with a tissue
- Discourage handshaking and other personal contact

Please note that food and drink set-ups will not be allowed in the conference rooms.

Thank you for your cooperation in following these important health and safety measures!

