

Addressing COVID-19:

War Room / Trial Site Protocols

Your team's safety comes first.

To minimize the risks associated with contracting COVID-19, cleaning protocols will place a higher emphasis on disinfection.

LCI has over 20 years of experience and skill in delivering and maintaining clean, controlled war room and trial site environments.

Addressing COVID-19: Cleaning for Health Protocols

As we move forward, there is now a shift in cleaning standards — cleaning-for-visual to cleaning-for-health.

For the safety of your staff, vendors, and anyone who enters the war room or trial site, a new higher standard of cleaning to maintain healthy, risk-reduced war rooms will be implemented.

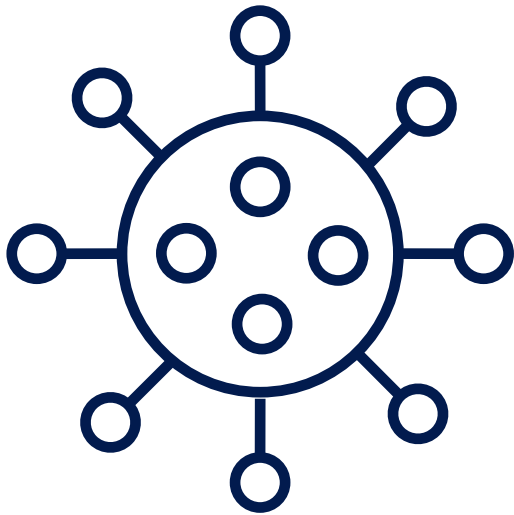
Although there are several uncertain factors about when courts will be reopened and fully operational, there is a heightened sense of urgency to have the right plan in place to support our partners as they prepare to return to the war room.

LCI remains the right partner for your litigation services, and we want to ensure that the transition to get your team back to the courts is executed precisely, efficiently and safely.



Getting Back in the War Room

Staying Focused



With an increased focus on Cleaning for Health protocols, we have retrained our team of dedicated Litigation Support Specialists to health first. Our primary responsibility is to ensure a healthy and safe environment for our partners.



Our team's enhanced role is to disinfect the high touch surfaces, areas where groups gather and other potentially high-risk locations on a constant basis, as well as a nightly program with UV sanitizing methods.



Our team will remain highly visible to you and your associates as we maintain and support your war room. Areas will be identified with markers that denote when they were last sanitized.

Standard Scope of Work

Daily Health Control Cleaning - During Work Hours

- Frequent disinfection of high touch surfaces
 - Wiping of door handles, light switches, handrails, etc.
- Frequent disinfection of conference rooms and work spaces (both routine and after outside visitor meetings)
 - Wiping all chairs, tables, keyboards, phones, printers, etc.
- Frequent disinfection of breakrooms
 - Wiping counters, chairs, tables, dispensers, handles, etc.
- Frequent disinfection of the dining room
 - Wiping of tables, chairs, chafers, etc.
- Frequent disinfection of elevators, corridors and stairwells
 - Wiping of hand dollies and workstations
- Frequent disinfection of shipping and receiving
 - UV sanitizing of deliveries to and from the war room
- Frequent disinfection of LCI transportation
 - Wiping of seats, dash, handles (int. and ext.), seat belts, etc.

Nightly Health Control Cleaning

Disinfectant Spraying and UV sanitizing of the following areas:

- | | |
|-----------------------|---------------------------|
| • High touch surfaces | • Restrooms |
| • Elevators | • Breakrooms |
| • Stairwells | • Dining rooms |
| • Conference rooms | • Transportation vehicles |



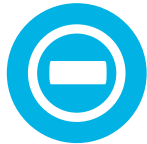
Protocols for War Room / Trial Sites



Disinfecting all high contact areas



UV sanitizing and disinfectant spraying of high-risk locations



Tape off or cover any areas if needed



Ensuring adequate level of supplies

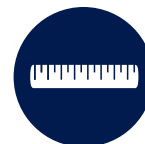
Protocols for LCI Staff and Partners



Daily wellness checks for associates



Changing gloves for different areas



Adhering to social distancing of 6'



Hand washing every 20 minutes