

NOTE FOR VISITORS TO MAYER BROWN – February 2022

In order to protect the health & safety of all who use our offices, we draw your attention to the guidelines below:

Before your visit

Please do not come to our office if:

- you have tested positive for Covid-19 in the last five days or are still showing symptoms if longer; or,
- you have any symptoms of coronavirus and have not yet been tested.

We will be pleased to provide you with alternative ways to hold the meeting on a remote basis (such as Teams, WebEx or Zoom).

During your visit

- Please regularly wash your hands or sanitise with the gel provided.
- Face coverings are optional in all parts of the office.
- Please be respectful of others if you do cough or sneeze.
- If you require refreshments please speak with your host.

After your visit

If you experience symptoms of coronavirus or test positive shortly after a visit to our offices, or after having met with anyone from Mayer Brown, please email LON-ADMIN-Covid-19-HR@mayerbrown.com as a matter of urgency so that we can carry out any necessary contact tracing.

Thank you for your cooperation.

Important

For the purposes of helping us manage a COVID-19 secure office when visitors report symptoms to us we will discuss who has been in close contact with them for tracing purposes. The Firm will only share the identity of the individual concerned with others where it is genuinely necessary, for example, with those at risk, those involved in keeping the office COVID-19 secure (e.g. HR, Facilities and the cleaning team) and, if appropriate, with London Management.

HR will store details of the individual (name, email, company, symptoms, date and meeting room used) as well as areas visited in the office. HR will also collect the names of others who may need to be contacted for tracing purposes including Mayer Brown personnel and other visitors. The lawful bases relied upon for the processing of visitors' health data includes necessity for the purposes of preventative medicine and necessity for reasons of public interest in the area of public health. HR will maintain a secure record of the notification in addition to any email correspondence. Only a very limited number of individuals within HR will be involved in this process and have access to your information. The information will be destroyed after 3 months, to the extent practicable. Where it is not possible to delete the information (for example, if it is held on back-up tapes), it will be held in accordance with our general retention policies. Should there be more than one case of COVID-19 associated with our office we will be required to contact the local health protection team to report the suspected outbreak and, upon request, will share data with that team, to the extent we are legally permitted to do so. For further information about your data protection rights and points of contact, please consult our [Privacy Notice](#).