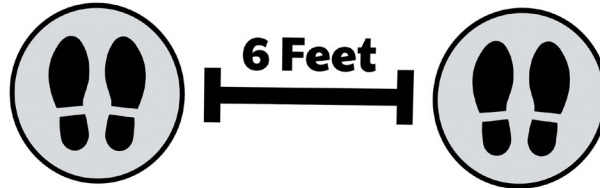


We're happy
to see you,
please stay
6 feet away



Thanks for your understanding
as we work to prevent
the spread of COVID-19

REOPENING TOOLKIT FOR MICHIGAN LAW OFFICES

Version 1, issued May 28, 2020

Posters for Office Placement

The State Bar of Michigan developed this toolkit as a resource to help law firms transition back to in-office operations in accordance with reopening orders. The health and safety of your staff and clients remain paramount, and you should continue to consult federal requirements and guidelines, including the [Centers for Disease Control](#) and the [Department of Labor; state requirements and guidelines](#), and specific safeguards to protect workers, such as those contained in [Executive Order 2020-97](#); and your local government requirements. The checklists incorporate some, but not all, requirements of EO 2020-97, indicated in bold.

The checklists contained in this toolkit do not constitute legal advice. They are practical guidance to help attorneys create plans and protocols to help ensure the health and safety of all those who enter their building. Each law office is unique, and it is incumbent on practitioners to apply relevant law and guidance to their individual practices, client bases, and general needs. We hope that these checklists will help prepare your practice for reopening. We will update this toolkit as new information becomes available.

Printable Posters:

The following posters have been developed by the State Bar of Michigan to help you implement the recommendations provided in the checklist and to prepare your work spaces. You may add your logo to personalize the posters for your office.

- Maintain 6 feet Distance
- Arrows for Hall Traffic
- Seating Spacing
- Mask and Sanitation Requirements
- Wave/No Shake
- Delivery Location
- Elevator Protocol
- Keep Door Open
- Room Closed
- Clean/Please Clean Room Notice
- Stay Home
- Cough and Sneeze Etiquette

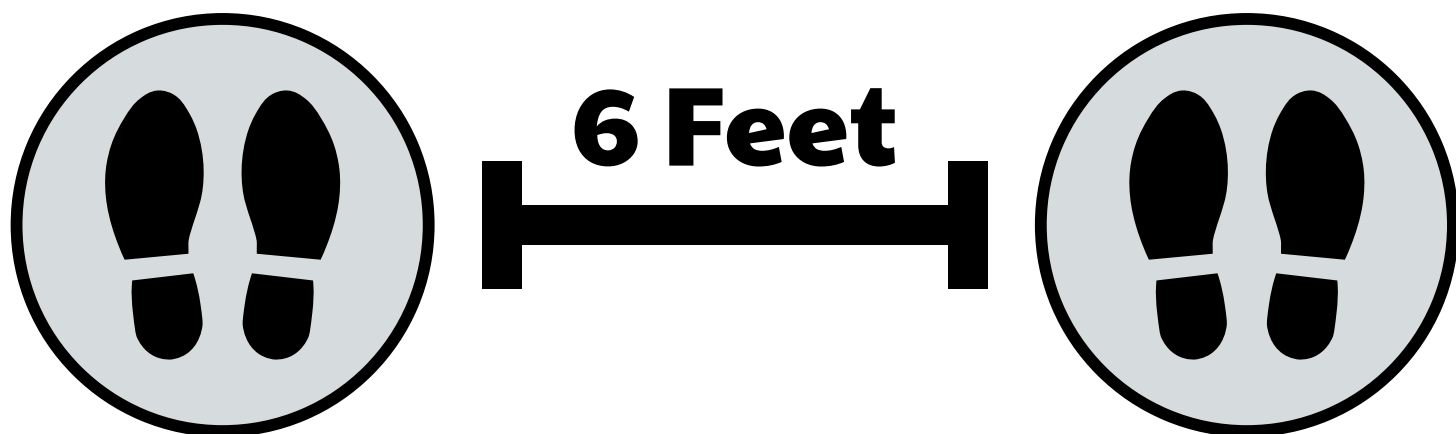
SBM

STATE BAR OF MICHIGAN

MICHAEL FRANCK BUILDING
306 TOWNSEND STREET
LANSING, MI 48933-2012

www.michbar.org

**We're happy
to see you,
please stay
6 feet away**



**Thanks for your understanding
as we work to prevent
the spread of COVID-19**



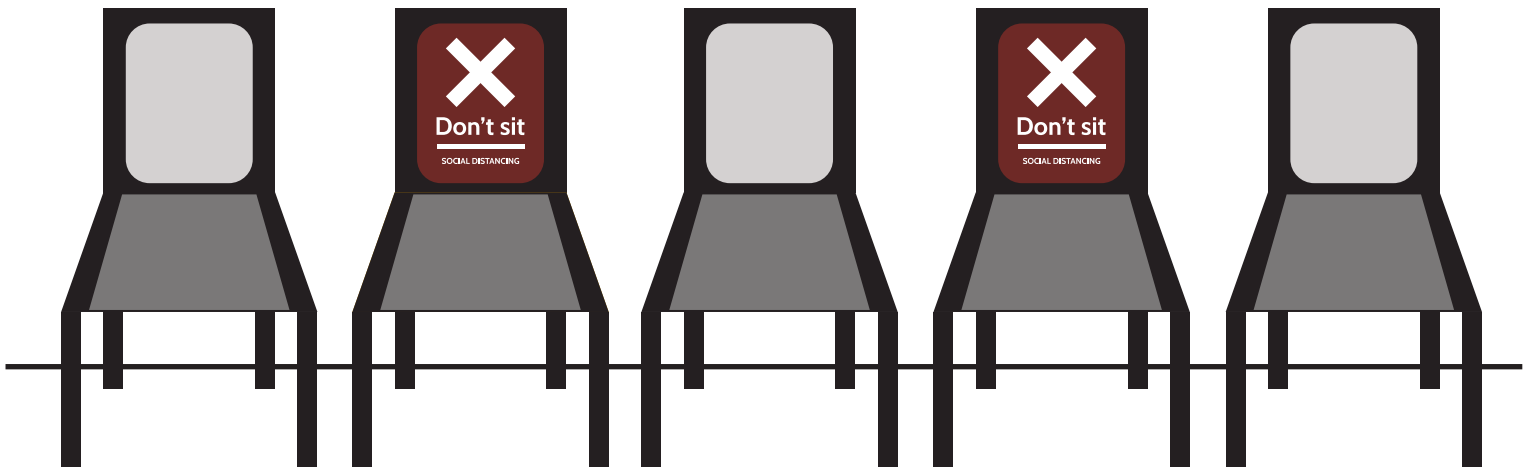
**Thanks for your understanding as we work
to prevent the spread of COVID-19**



One-way traffic

**Thanks for your understanding as we work
to prevent the spread of COVID-19**

**Please don't sit here;
we're keeping a
safe distance
between seats**



**Thanks for your understanding
as we work to prevent
the spread of COVID-19**

**For your safety and ours,
masks are required at all
times in this building.**



**Thanks for your understanding
as we work to prevent
the spread of COVID-19**

Handshake-free zone



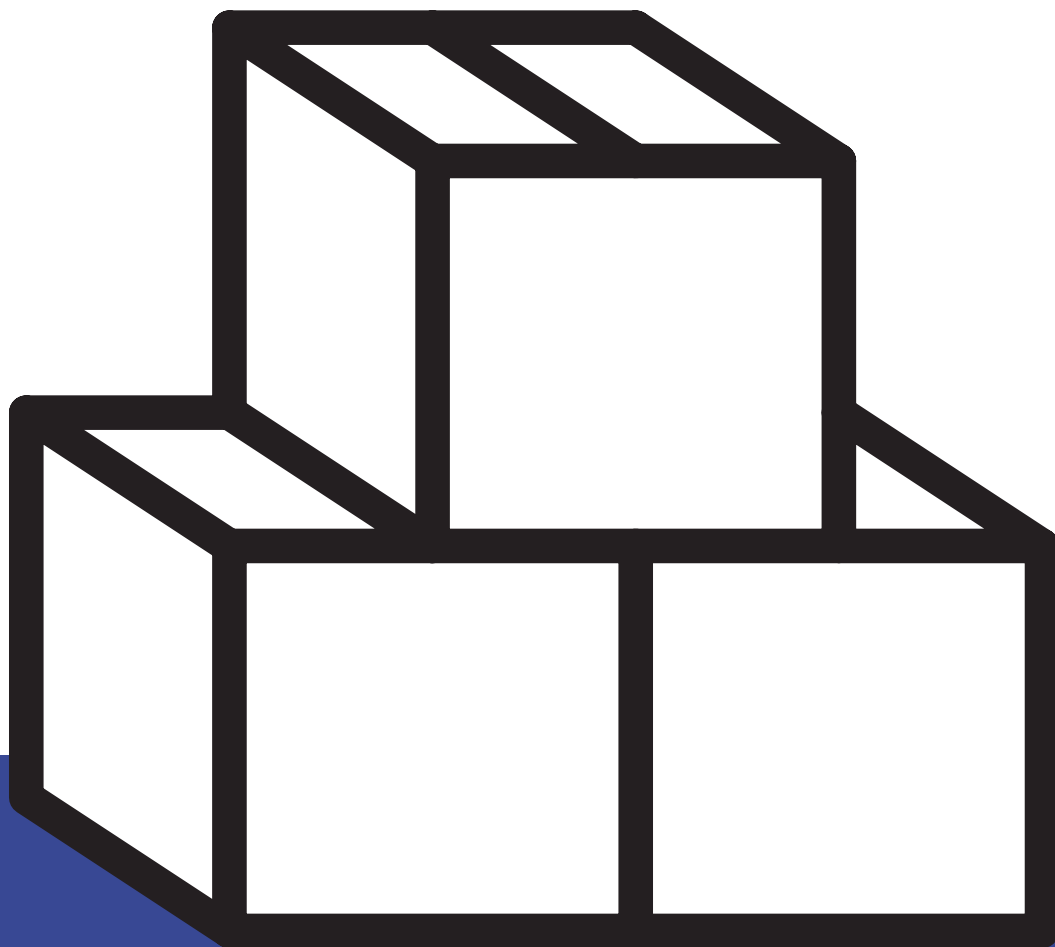
Greet safely



toss a wave

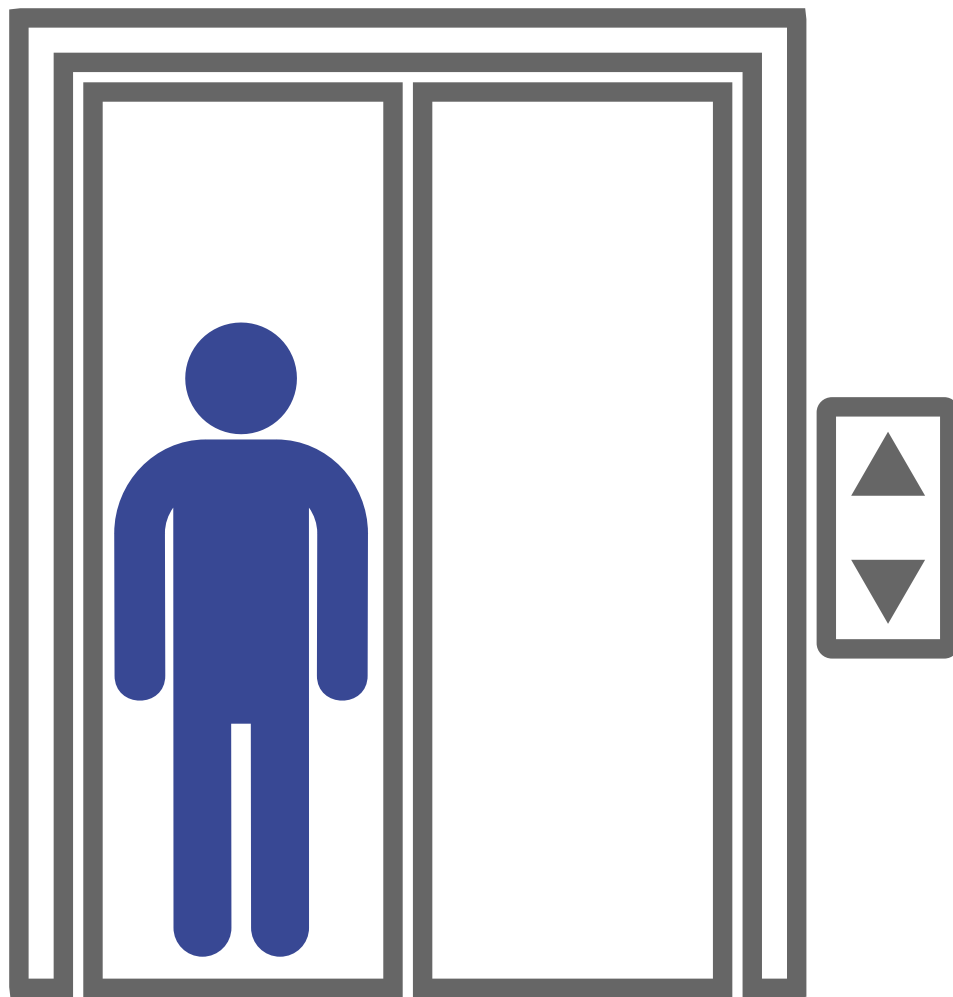
**Thanks for your understanding
as we work to prevent
the spread of COVID-19**

**Please
leave
packages
here**



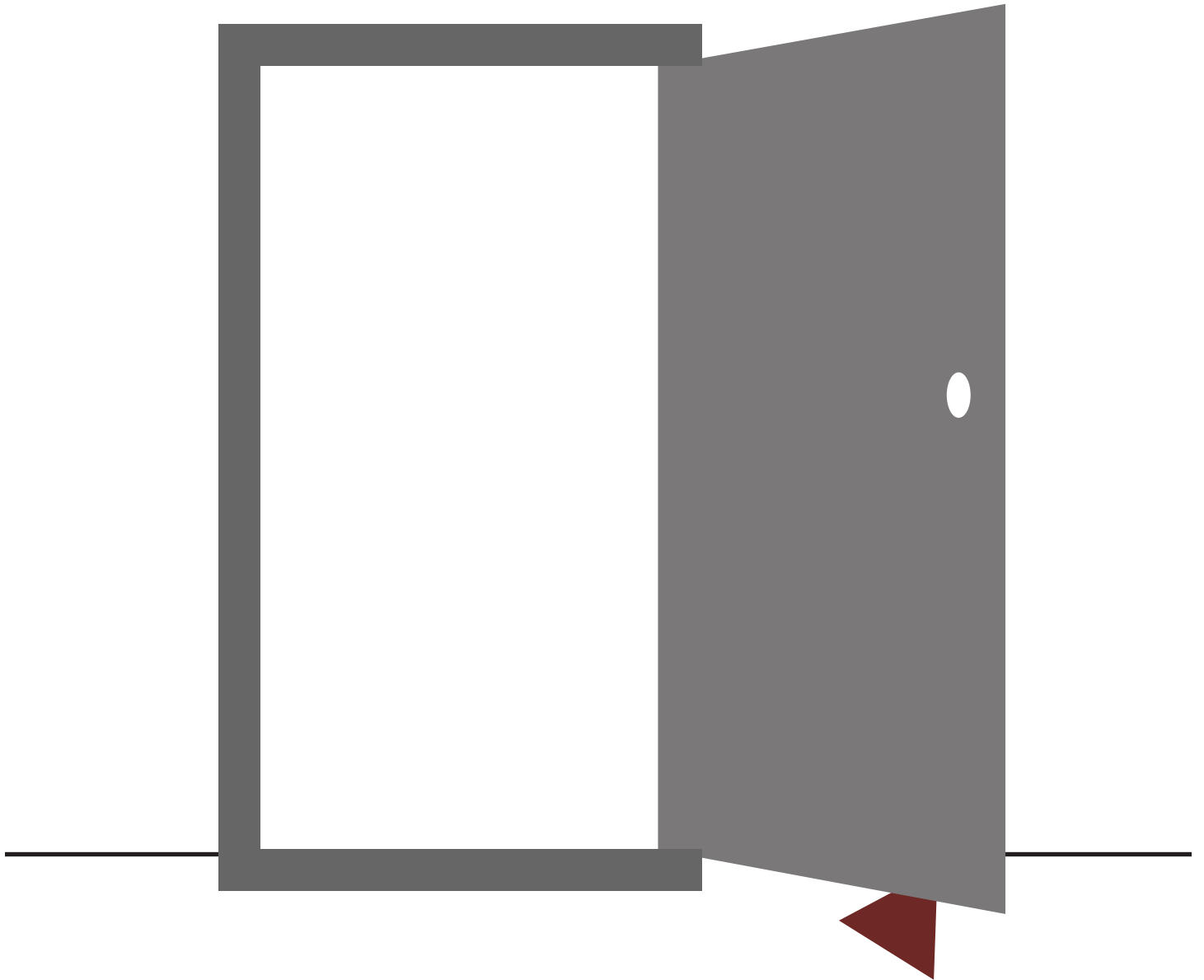
**Thanks for your understanding
as we work to prevent
the spread of COVID-19**

**Only one person in
the elevator
at a time, please**



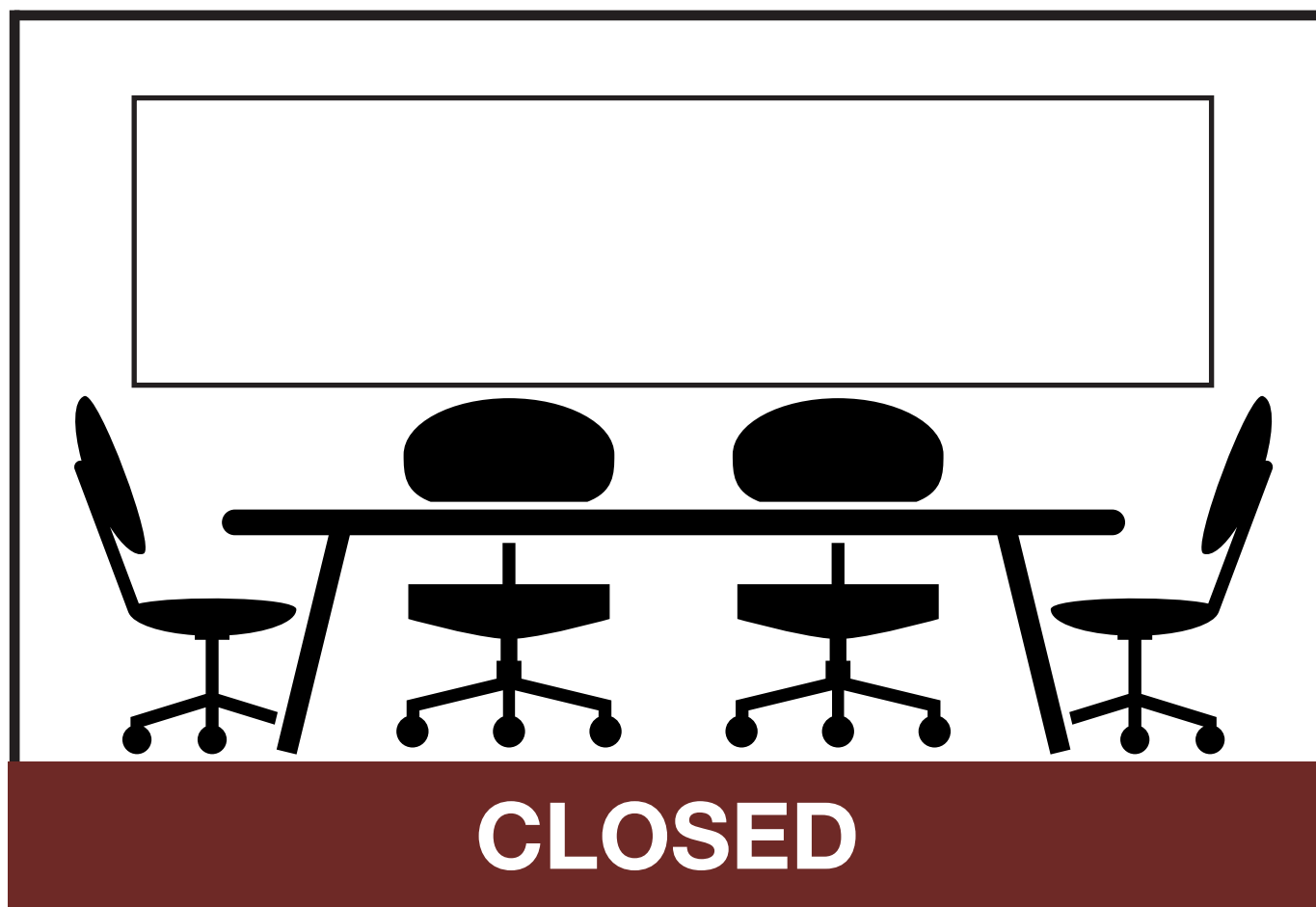
**Thanks for your understanding
as we work to prevent
the spread of COVID-19**

**Please leave this door
propped open, so no
one has to touch it**

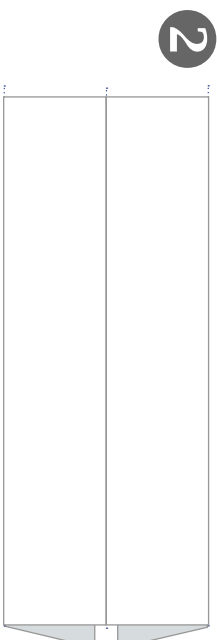
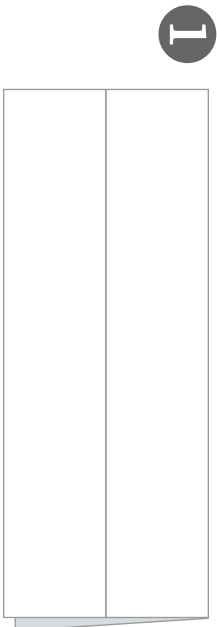


**Thanks for your understanding
as we work to prevent
the spread of COVID-19**

**This room is
closed
temporarily**



**Thanks for your understanding
as we work to prevent
the spread of COVID-19**



PLEASE CLEAN

CLEAN ROOM



Do you feel sick?



Stay home.

Get medical care.

Thanks for your understanding as we work
to prevent the spread of COVID-19



Cover your mouth and nose with a tissue when you cough or sneeze.



Throw used tissues in the trash.

If you don't have a tissue, cough or sneeze into your elbow, to keep your hands clean.



Wear a face cover.

Thanks for your understanding as we work to prevent the spread of COVID-19