



# VISITOR GUIDELINES

Revised March 2022

These guidelines apply to all guests visiting any Mintz office, and are part of Mintz's Return to Office Protocol. A "guest" for purposes of these Guidelines is any person who is not employed by Mintz, including consultants, contractors, vendors, and clients.

Each Mintz employee in the office is required to be fully vaccinated. Similarly, we require that each guest visiting our office is fully vaccinated. Therefore, before entering the office each guest must provide proof that they are fully vaccinated. At this time, "fully vaccinated" means having both the single Johnson & Johnson dose of the COVID-19 vaccine or both doses of the Pfizer or Moderna vaccine **plus** the booster shot, unless you are not yet eligible for the booster. If you are not yet eligible to receive a booster because 6 months has not yet elapsed since you completed the underlying vaccination protocol, or because you recently have had COVID-19, please complete and sign the attached attestation. **Proof of vaccination consisting of a photo of your vaccination card and the completed attestation, if applicable, must be submitted in advance of visiting the office by email to [RECEPTIONSanDiego@mintz.com](mailto:RECEPTIONSanDiego@mintz.com).** Mintz will record receipt of proof of the guest's vaccination status and relevant information but will not maintain a copy of your vaccination card. Guests who do not provide proof that they are fully vaccinated will not be permitted on Mintz's premises.

Mintz also follows federal, state and local guidance and requirements. Therefore, guests who provide proof of vaccination may also be required to wear a mask (including in common areas and conference rooms) while in the office. The situation is fluid, and we appreciate your patience and understanding. Our receptionists will advise you as to current practices, and a mask will be provided to you, if necessary.

**Guests who are not feeling well must reschedule their appointments and refrain from coming to the office regardless of their vaccination status.**

**All information obtained will be kept confidential, subject to applicable law. Mintz reserves the right to modify the above guidelines in accordance with official public health guidance.**



## VISITOR ATTESTATION

Mintz is committed to protecting the health and safety of its employees and those who visit our offices. We therefore require that all our employees and guests be fully vaccinated against COVID-19. At this time, “fully vaccinated” means having both the single Johnson & Johnson dose of the COVID-19 vaccine or both doses of the Pfizer or Moderna vaccine **plus** the booster shot, unless you are not yet eligible for the booster. If you are not yet eligible for the booster shot please sign and submit to [RECEPTIONSanDiego@mintz.com](mailto:RECEPTIONSanDiego@mintz.com) this attestation form along with a photo of your vaccination card showing that you have been vaccinated against COVID.



**I am not yet eligible to receive a booster because 6 months has not yet elapsed since I completed the underlying vaccination protocol or I have recently had COVID.**

I understand that I am required to provide accurate information regarding my vaccination status, and by signing below I hereby affirm that I have accurately and truthfully provided such information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_