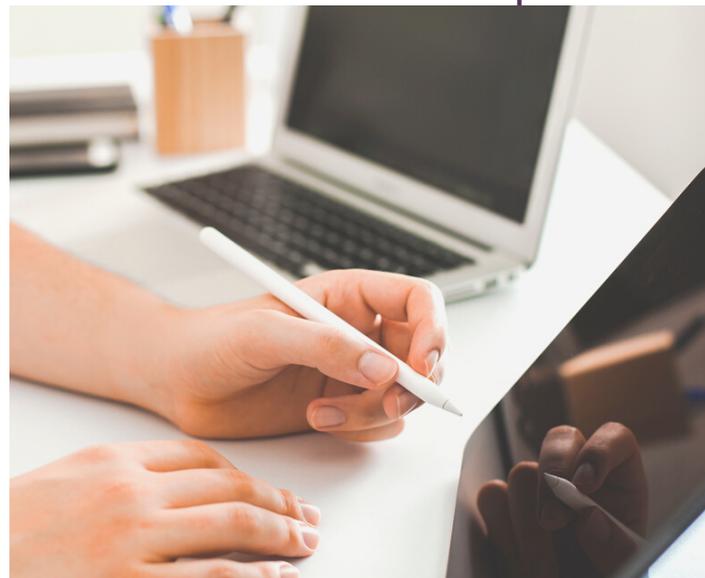




FIRSTLEGAL
DEPOSITIONS

SAFETY & WELL-BEING PROTOCOL

**COVID-19
Response**



855.348.4997
FirstLegalDepositions.com

FIRST LEGAL IS TAKING ACTION TO PROTECT YOU

As the novel coronavirus (COVID-19) continues to impact our communities, First Legal is working to keep our staff, clients, and communities healthy and informed.

We Are Here For You

We are currently executing daily operations with additional preventative and protective measures as recommended by the CDC.

We are operating at full capacity and can handle any regular or emergency requests that you or your firm may have. We are here for you during this challenging and fluid time. Our team is ready to assist your firm to keep it running as smoothly as possible.

The following preventative and protective measures are being taken:

- Non-essential office personnel and vulnerable persons to work from home.
- Internal meetings to occur virtually.
- Non-essential travel postponed until further notice.
- Managers and staff to ensure workstations are cleaned and disinfected daily.
- Additional disinfectant wipes and hand sanitizer will continue to be provided.
- Anyone who appears ill is to be sent home immediately.
- Masks are mandatory in common areas.



CONFERENCE ROOMS

We are proud to offer a host of conference rooms and suites for your deposition. Our conference rooms are equipped with superior equipment, offering you and your team greater flexibility throughout the process. Whether you want to add remote participants, display exhibits on a large screen, or videotape the entire deposition, we can assist you with setup and technical support.

We also offer fully integrated software and technology to provide you with quick transcript synchronization from a secure platform. No matter your requirements or deposition needs, we make ourselves available to assist you from setup to execution.

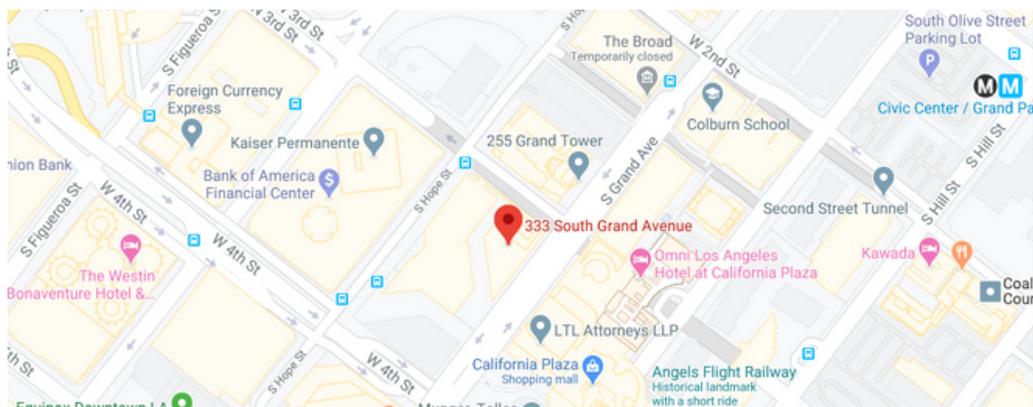
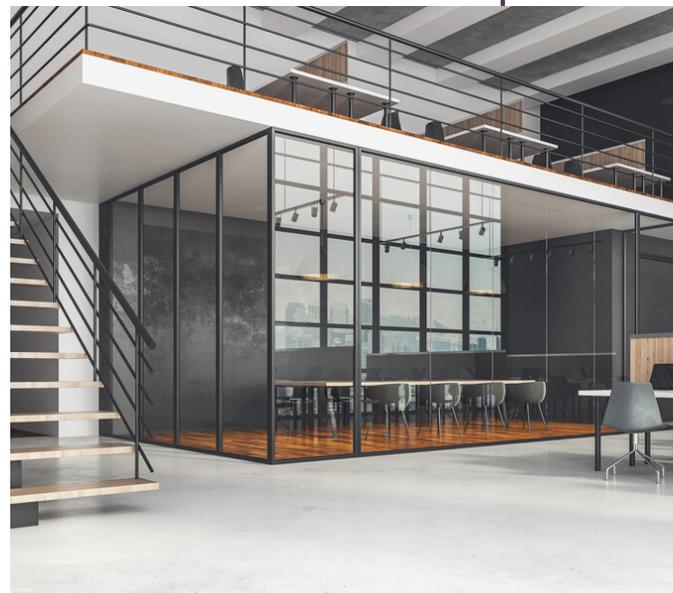
CONVENE

333 S. GRAND AVE., 3RD FLOOR
LOS ANGELES, CA 90071

First Legal is working alongside Convene to ensure the health and safety of our clients and First Legal team members.

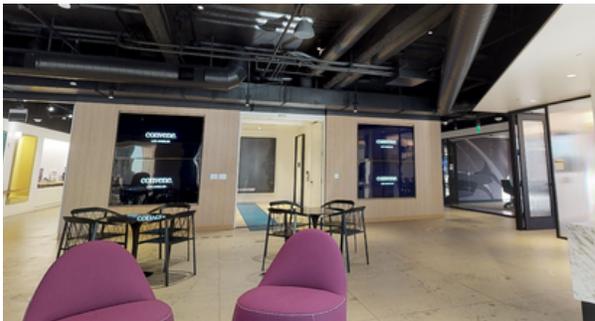
Updated Operating Standards:

- Self-screening for clients and First Legal team members through a HIPAA compliant app prior to arriving at the Convene space.
- Touch-free temperature scanners.
- Social distancing guidelines.
- Individually wrapped meals & snacks.
- Mobile air purification units.
- Weekly deep cleanings accompanied by electrostatic misting to disinfect surfaces.
- Limited occupancy to ensure social distancing.



PHOTOS: CONVENE

333 S. GRAND AVE., 3RD FLOOR
LOS ANGELES, CA 90071



DOTS SPACE

3951 HIGUERA ST.
CULVER CITY, CA 90232

113 N. SAN VICENTE BLVD.
BEVERLY HILLS, CA 90211

Creating a
safe, health-
conscious
community.

To ensure the safety of our clients, First Legal has verified that each of our off-site conference room locations have implemented and are adhering to CDC COVID-19 related recommendations.

Dots Space is committed to the following:

Member Safety

All members and staff undergo daily temperature and symptom checks. If anyone is experiencing any symptoms such as fever, cough, difficulty breathing, or other COVID-19 symptoms, they are not allowed entry.

Wearing face masks or face coverings is mandatory at all times in open spaces such as communal spaces, kitchens, hallways, lobbies, inside and around the spaces. Face masks are provided to members, their guests, and anyone visiting a Dots Space location.

Social Distancing

Floor markers are located in the lobbies, kitchen, and open spaces. People are required to follow social distancing guidelines and keep a distance of at least six feet from other members and staff inside or outside the spaces or while queuing. No gatherings of more than 10 people around the space, and/or within six feet of one another will be permitted.

Space Sanitation

Dots Space has increased cleaning and disinfecting of all high touch surfaces around the spaces according to CDC standards (tables, doorknobs, handles, light switches, countertops, desks, fridges, keyboards, printers, sinks, toilets, faucets, etc.). In addition, Dots Space has increased routine cleaning and disinfecting of conference rooms, brainstorm rooms, and phone booths.

Touch-free hand sanitizing gel dispensers have been installed in lobbies, entrances, hallways, and kitchens.

Signage

Digital signage has been installed in lobbies and kitchens with COVID-19 hygiene guidelines. Awareness posters in and around the space (bathrooms, lobbies, and common spaces) have been hung as a constant reminder for social distancing and hygiene protocols.

Visual guidance such as floor markers in high traffic areas have been installed to keep social distancing as effective as possible.

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Access Control

A touchless access system is now utilized in all Dots Space locations and is accessible via a mobile device.

Airflow

High-efficiency, smart HEPA filters are in use to effectively trap harmful particles such as pollen, premium allergens, bacteria, pet dander, dust, debris, tobacco smoke, and prevent airborne viruses and cross-contamination between open areas and offices.

Air is consistently recirculated and filtered as, according to experts, a combination of lower temperatures and higher humidity limits the spread of the virus. Based on this research, Dots Space has adjusted their indoor climate controls accordingly.

Kitchen

- One-touch solutions in the kitchen.
- Disposable cups and silverware.
- Single-use condiments.
- Discontinuation of small snacks and fruit salads. Replaced with whole fruits and pre-packaged/individual snacks.
- Complimentary immunity boosters (orange juice, turmeric, and ginger), vitamins and minerals have been provided.
- Sanitization of mugs and glasses in the dishwasher.
- On-demand face masks, gloves, and sanitizing wipes available throughout each location.

Bathrooms

- Regular cleaning and disinfecting of bathrooms throughout the day.
- Disinfectants in all bathrooms.
- Touchless, sensor powered lights.
- New and updated non-porous bathroom floors in Culver City.

Common Spaces

- Reduced capacity by 50%.
- Distanced/staggered seating in open spaces and meeting/conference rooms.
- Repurposed outdoor and indoor event spaces into escape labs, co-working areas, and outdoor work areas.
- Elevators limited to 2 people maximum.
- Enforced queues and markings in kitchen, bathrooms, printing rooms and at valet stations.

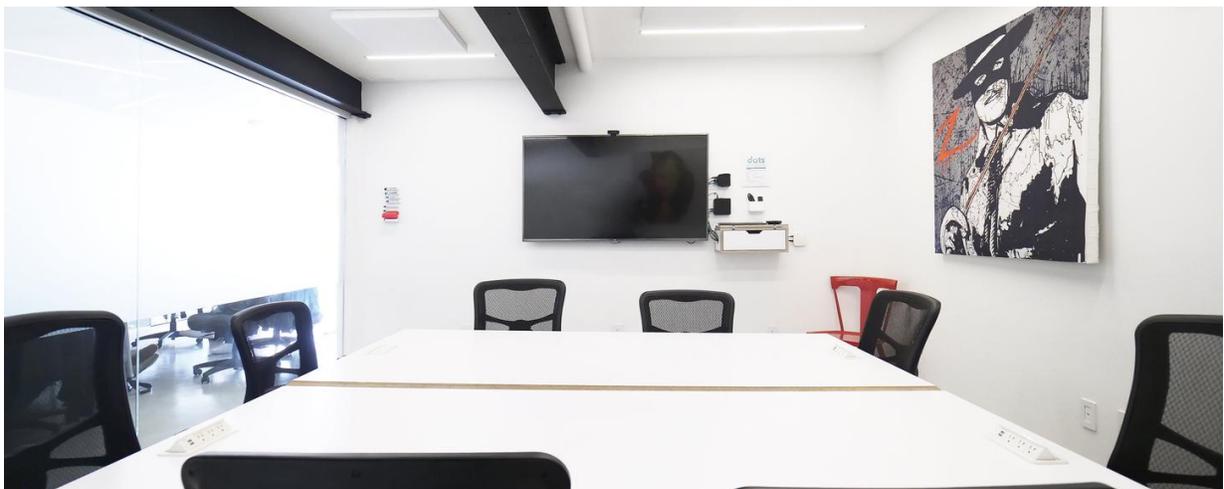
PHOTOS : DOTS SPACE CULVER CITY

3951 HIGUERA ST.
CULVER CITY, CA 90232



PHOTOS: DOTS SPACE BEVERLY HILLS

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BEVERLY HILLS, CA 90211



OUR COMMITMENT TO YOU

We are operating at full capacity and have expanded our remote services to best serve you.

There is no request too big or too small during this unprecedented time.

Please don't hesitate to call or email us at:

855.348.4997
Calendar@FirstLegal.com



"It's an extreme time, but I am confident that together, we will get through this. We remain ready to help you in any way we can and look forward to being on the other side of this stronger than ever."

Alex Martinez,
CEO of First Legal

CUSTOMIZED DEPOSITION SOLUTIONS

White glove arrangements from calendaring to transcript filing.

- Customized remote depositions.
- Concierge logistics management.
- Day before technology tests for all participants.
- Dedicated online technicians for quick issue resolution.