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## Thoughtful Planning, A Proven Process and a Team Prepared to Support Yours.

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### The Business Strategy We Have Implemented to Move Forward

Grounded in the fundamentals of our proven process, we are successfully continuing to work, while we move toward transitioning back to our work spaces. We have been constantly and closely monitoring the current situation and feel confident in our ability to solve for any challenges that come our way, using thoughtful consideration, planning and sound decision-making.

#### Guided by a Steadfast Process

Our organization and service delivery methods, from our legal talent to our staffing solutions, have been evaluated.

#### Planning for Staged Ramp Ups Underway

Transitioning back to our work spaces will be done in a deliberate and thoughtful manner, while being mindful of the considerations that have been gathered from our many trusted sources, including our people.

#### Responsive and Ready

We know that you are also managing what your business looks like in this climate and we are ready to help.



### Guided by a Steadfast Process

While the fundamentals of our process remain the same, we have adapted our processes to accommodate the required changes that ensure the well being of our employees and clients.

Our organization and service delivery methods, from our legal talent to our staffing solutions, have been evaluated. Many service offerings already provide the flexibility needed to adjust to the changed working environments. Other services required modifications to maintain employee and client safety. No matter the service, our IT staff has been diligently working to ensure that the highest level, secure technology is in place for every project done onsite as well as remotely.

## Planning for Staged Ramp Ups Underway

Transitioning back to our work spaces will be done in a deliberate and thoughtful manner (for clients electing onsite Document Review projects), while also being mindful of the considerations gathered from our many trusted sources, including our people. Considerations include:

- City and state “reopenings”
- Staff rotation and social distancing guidelines
- Employee Assistance Programs
- Risk to household members (those living with at-risk individuals)
- Risk to other employees (possibly those living with health care/high exposure workers)

We have developed a staged ramp up to be implemented in a similar fashion at all locations, as shown below.



## Compliance

In addition to implementing the safety guidelines as recommended by the World Health Organization, Centers for Disease Control and Prevention (CDC) and local health organizations, we will maintain compliance with all national and local labor and employment laws, as well as legislation specifically related to COVID-19 that applies to the workplace.

## Reimagining our Document Review Centers and Offices

Responsibly reopening our Document Review Centers and offices is a top priority. We have established new protocols to accommodate social distancing, cleaning and sanitizing and alternative meeting options, as directed by the CDC. All of our facilities will be outfitted with enhanced safety features which may include:

- Social distancing: including reduced headcount and varied shifts
- Masks: supplied for individual use by all employees and visitors
- Hand sanitizer stations and air purifiers
- Nanoseptic solutions: door and cabinet handles and counter mats
- Partitions: around individual work stations
- State-of-the-art Cleanse Portals: UV sanitizing entry gates
- Daily sanitization: all surfaces

## Ongoing Document Review Options

Conducting eDiscovery both onsite and remotely is not new to us. While nothing can replace physically being onsite at one of our collaborative Document Review Centers, we do provide remote review options when project parameters allow. These options range in service offering levels and associated risks.

- Hire Counsel Document Review Centers: Optimal solution for data protection and team productivity
- Remote Review Options: Varying levels of project management, service, security and support available

Our services remain both technology and vendor agnostic. Our Project Management team can work seamlessly with any vendor or platform.

**95%** | Staff Confident  
in work safety  
improvements

**99%** | Current Utilized Hours  
Ratio with Qualified  
Professionals

## Responsive and Ready

We know that you are managing what your business looks like in this climate and we are ready to help. The pandemic alone has impacted the legal landscape with an influx of litigation cases for topics including:

- COVID-19 Impact
- Worker's Compensation
- Insurance
- Paycheck Protection Program Claims
- Healthcare
- Consumer Protection

Whether you need temporary legal staffing support to back fill current gaps or have a new Managed Review project, you can have the confidence of knowing we can handle your project so you can focus on your business.

***Our legal workforce is focused and ready to support your legal staffing needs. Trust our agile, experienced professionals to deliver quality solutions that ensure your next project stays on track – just as you have grown to expect from Hire Counsel.***

### Our Promise

#### Quality, Safety and Security

We will provide the highest level of quality to all of our projects while ensuring employee safety and document security.

#### Constant Monitoring

We will continue to monitor the situation, and remain flexible in order to address any necessary changes as situations evolve.

#### Open Communication

We will maintain open communication channels with our employees and clients.

Your comments and questions are welcome. **Call us at 646.356.0550**

Keep up to date with our plans and actions. **Visit [hirecounsel.com/covid19](https://hirecounsel.com/covid19)**

