THE MEDIATION CENTER OF THE PACIFIC, INC.

COVID-19 Policies
(As of August 4, 2020)

Protecting the health and well-being of our clients, mediators, and employees is our top priority. Toward that end, the Mediation Center of the Pacific (MCP) has developed the following policies to transition back to providing services in our building, while preventing the spread of COVID-19.

To participate in a mediation session at Hale O Pono, we require that all clients, mediators and employees comply with the following policies:

- Contact MCP immediately to reschedule your mediation if you are sick. You must be symptom-free for twenty-four hours before you can reschedule your mediation.
  - You will be asked to leave if you are coughing and/or sneezing.

- If you have travelled, you will need to re-schedule your mediation until you have completed the 14-day self-quarantine.

- Make all payments electronically via Pay Pal in advance of the mediation session.

- Wear a mask or face covering at all times while in the building.

- Bring your own beverage and/or snacks in non-disposable containers that you keep with you.

- Only one person at a time in the elevator. Go directly to the second floor only.

- Arrive at the designated time and wait for the Office Assistant to direct you to the room you will be using to participate in mediation. Do not enter any other areas or rooms without the direction of the Office Assistant. Maintain the six feet apart social distancing protocol.

- Do not bring any additional people with you including but not limited to, family members and children. Anyone who is was not previously scheduled to participate in the mediation session will be required to leave.

- Maintain good hygiene by regularly washing your hands with soap and water for at least twenty seconds. If handwashing is not possible, use a hand sanitizer containing at least 60% alcohol.

- Avoid touching your face (especially eyes, nose, and mouth).
• Practice good respiratory hygiene by covering your mouth and nose with a bent elbow or tissue upon coughing/sneezing. Used tissues should be disposed of immediately.

• You will be required to electronically sign a confidentiality agreement in advance of the mediation session via Docusign. If you do not sign the confidentiality agreement prior to the mediation session, you will be required to reschedule the session.

• All documents to be used during the mediation session must be emailed in advance of the session to MCP@mediatehawaii.org. The documents will be uploaded into Google Docs for viewing during the session.

To ensure a smooth transition and maintain the safety of everyone, only one mediation session involving no more than two people will be scheduled in the morning and one mediation session in the afternoon at Hale O Pono, Monday through Friday. Simultaneously, MCP will continue to offer mediation sessions via phone and videoconference.

Your cooperation and adherence to these policies is appreciated. Mahalo.