

MEMO

Date: July 3, 2020

Re: PLA – Robing Rooms | Lawyers’ Lounge | Library

From: PLA Board of Directors

As a safety measure and in order to monitor numbers, **ALL swipe cards distributed by the Peel Law Association for access to the PLA facility have been deactivated during this stage of reopening. PLA Staff will be available in the front satellite office to assist with entering and moving through the area. Please continue to use your swipe card for identification purposes.**

The PLA facility has undergone a significant modification to maximize usage for counsel based upon the approved numbers assigned by the Ministry in order to maintain appropriate social distancing. **Please review the policies and procedures outlined below prior to visiting the PLA facility. This list is not exhaustive and will continue to be revised as necessary therefore be sure to check the PLA website for amendments or contact the PLA for assistance.**

SAFETY MEASURES

The following measures have been put into place:

- Mask wearing/face covering is required throughout the PLA space in accordance with public safety guidelines;
- Hand sanitizing stations located throughout the PLA facility;
- Markers noting social distancing and wait areas;
- Plexiglass barriers between workstations and the library counter;
- CASH is no longer accepted and TAP machines are now available;
- All workstations will be cleaned after each use;
- Research computer workstations will have keyboards and mouse devices swapped out after each use;
- All textbooks will be cleaned and quarantined for 72 hours;
- Photocopying will be conducted by Staff only with no service charges if fewer than 20 pages; and,
- Staplers, hole punch and paperclip dispensers are available by request from Staff and cleaned after each use.

SERVICES NO LONGER OFFERED

- Borrowing of Gowns, Tabs or Vests;
- Borrowing of headphones or CDs;
- Charging stations for cellphones and personal devices; and
- Practice Directions, Notices and Daily Court Schedules are no longer posted on the bulletin boards or counters to reduce traffic - visit the PLA website and PLA Members' Corner: www.plalawyers.ca

Note: The PLA has portable charging stations, earbuds, USB keys and other office supplies available for purchase.

ROBING ROOMS

The robing rooms will be available to two Counsel at a time.

LAWYERS' LOUNGE

The PLA Lawyers' Lounge includes workstations only with no casual seating available as a waiting area. **The workstations must be booked in advance and will seat approximately one person at each designated station. The booking period is set for approximately one hour** with two exceptions for quick reference only (a fifteen minute interval to alter documents for printing). The workstations have been configured for personal devices only.

The kitchenette located within the PLA facility is no longer available for common use. This area is now being used for sanitizing purposes to be accessed by PLA Staff only – all appliances and seating have been removed as well as the free local telephone.

We encourage all Counsel to bring their own personal devices. WIFI is available for free to PLA members or a small fee for visiting counsel.

LAW LIBRARY

The PLA Library includes workstations only with no casual seating available as a waiting area. **There are approximately seven research workstations available for one hour intervals and must be booked in advance.** Each workstation will accommodate approximately one person. Additional workstations for personal devices are also available within the library.

The PLA library print collection is available for overnight borrowing but closed for browsing. PLA members in good standing may request books under regular borrowing guidelines however the books must be requested in advance allowing staff time to retrieve and prepare items for pick up. **NEW: Please note, fines for overdue books will be charged on any unreturned items beyond the borrowing period and are subject to replacement fees.**

PLA WORKSTATIONS – Procedure to RESERVE a space

- Workstations are available on a first come, first serve basis – space is NOT guaranteed.
- Workstations are available for ONE hour (except for Quick Reference – 15 minutes).

- Counsel will be reminded when their time is nearing completion – please be considerate of those waiting to use a workstation, extensions will be provided when available.
- Approximately 10 minutes is required for PLA Staff to clean each workstation after use.
- Complete the **PLA RESERVATION FORM** and return by email to library@plalawyers.ca – **a confirmation will be provided.**
- *Counsel will be given a 15 minute late waiting period before the booking reservation is void and the space made available to someone else.*

Quick Reference workstations are limited to 15 minutes in order to revise or obtain a document (ex. accessing an email message for printing). This is available on a first come, first serve basis – NO extensions will be available.

Counsel are encouraged to email the PLA library any documents directly in advance for printing or copying in order to save time and avoid a wait.

Additional information will be provided as new details become available.

EFFECTIVE DATE: July 6, 2020 - PLA Facility | Brampton Court Reopening