

The Jansen Group, 10 Bank Street, Suite 650
Welcome Back!

1. All mediators, attorneys and visitors must wear masks at all times in the suite and in all common areas of the building.
2. Use of the suite is limited to the entry room and the two conference rooms. All offices are currently occupied and cannot be entered or used by any mediator, attorney or guest for consultations or waiting. If all conference rooms are occupied, please use the hallways for overflow. We ask that mediation sessions be timed to avoid any overflow of guests in the suite.
3. The kitchen is closed and there is currently no coffee/water service. We will re-visit this issue in September. The cafeteria on the main floor is open and food/drinks can be ordered at BANKSTREETCAFE@CIDINING.COM (914-831-5313). You can still walk in and order. There is also a water fountain on the 6th floor to re-fill water bottles.
4. All mediators, attorneys and guests have to be pre-registered to enter the building. We have been told that unregistered guests will be denied entry. At least 48 hours before the mediation, we will require the names of the mediator, all attorneys and guests. If the building does not receive notice of a person coming to the suite, they will not allow access to the building. All guests must wear masks, pass through a temperature checkpoint with a temperature below 100.4°, and offer identification to enter the building.

Please remind all of your guests that the health of our workers is our top priority. We ask that all visitors respect social distancing guidelines. We also ask that you report to us any visitor who subsequently develops COVID 19 and was contagious while in the suite.