

6th March 2020

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## Circular to Shareholders and Clerks: Coronavirus (COVID-19)

Dear Members & Clerks,

To assist with minimising the spread of the Coronavirus, I thought I should remind Members and Clerks that if you become aware that someone on your Floor, or someone you have come into contact with, has contracted the Coronavirus, you should notify CCL and the Bar Association immediately. I assume that if there is an outbreak in the Courts that the Bar Association will deal with this and notify Members accordingly.

CCL has sanitisers on order for installation in the foyers to all its buildings and we expect some, if not all, to be delivered today. CCL also recommends that hand sanitisers are available on every floor and, if possible, in every room.

CCL is currently seeking independent advice on how to deal with an outbreak should one occur in its properties, there is no need to panic but please be aware that as a safeguard, CCL staff are preparing in advance so that we can respond quickly if we need to issue instructions to our Members should an outbreak occur in its properties. In the meantime, our staff are working to update emergency contact details for every floor. Can Clerks please contact our reception to ensure that emergency contact information is up to date.

Further information can be found on the NSW Health Website:

<https://www.health.nsw.gov.au/Pages/default.aspx>

Please do not hesitate to contact either Lee Albert or myself if you require any further information.

Kind regards,

**Debbie George**

CEO

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