

COVID-19 UPDATE

COUNSEL'S
CHAMBERS
LIMITED

4 January 2022

Dear: Shareholders, Clerks, Tenants & Staff

This circular includes the following topics:

- *COVID-19 General update*
- *CCL Services*
- *CCL's Offices, Building access & Remote working*
- *Emergency Response Procedures*
- *Modifications to Floor opening times & Floor Closures*

COVID-19 General Update

Given the escalating situation with COVID-19 in NSW to facilitate the continued safety and wellbeing of all occupants in the buildings and to minimise potential disruption to the practises of our Members and licensees, Floors should ensure that their own COVID-19 Policies are kept current and continue to incorporate the following:

1. That, at all times, anyone entering the buildings complies with Public Health Orders and directions issued by NSW Government;
2. That where reasonably possible everyone entering your Floor be either fully vaccinated or provide a medical contraindication and undertake additional safety measures (ie: such as the requirement to be COVID-19 tested every 3 days and wear masks etc.)

Members will be aware that it has become necessary for CCL to re-introduce a number of additional precautions to assist in keeping the buildings safe which include:

- Face-to-face support for Network related enquiries is currently suspended.
- Only one Member of our Maintenance team is currently attending to work order requests on Floors.
- Vaccination certificates must be shown to CCL staff before they respond to any in-person service requests (see my circulars of [17 September](#) and [17 November 2021](#))
- Chambers must also be vacated whilst the provision of the service is underway.
- Masks must be worn at all times when indoors (until the Public Health Orders are changed).

- Physical distancing in the lifts and common areas is recommended wherever practical to do so.
- The QR Codes have been reinstalled in the foyer.
- Members and Staff are encouraged to practice hand hygiene.
- Only fresh air is used in Lockhart Chambers central A/C system.
- Regular updates to CCL's [COVID-19 Recovery Plan](#).
- Rapid response to any outbreaks in the buildings.
- Provision of CCL Clerks Webex Announcement space where important information relating to managing COVID-19 within the buildings is published (Clerks should ensure that they continue to monitor this space).
- Enhanced screening and a requirement for Contractors to wear masks in the building.
- Additional daytime common touch point cleaning.

CCL Services

CCL's Offices and the buildings will remain open and CCL will continue to provide services to Members and Tenants.

Until 30 January 2022 some of CCL's Staff will be working remotely and consequently, there will be reduced staff numbers in our office. This is not expected to affect the provision of services, however in the event that it does we ask for your co-operation.

CCL's Offices, Building access & Remote working

As advised above, CCL's office will remain open (with reduced staff) and the buildings will also remain open, it is a matter for individual Floors if they wish to either close or deploy to remote working, any Floor opting to close off lift access or deploy their staff to remote working should contact our office as soon as possible.

Please ensure that your access cards, tags or phone access is up to date.

Emergency Response Procedures

CCL has a reduced number of staff members in the office at the moment and, as a consequence staff will not intervene or issue directions should the fire alarm sound. If the alarm sounds at some stage over the next two weeks, please observe your emergency response procedures, evacuate using the fire stairs upon alarms sounding and take directions from emergency services as there will not be a Chief Warden on duty in Wentworth & Selborne Chambers or Lockhart Chambers.

Modifications to Floor opening times & Floor Closures

In light of the current restrictions and corresponding staffing levels, Floors may opt to modify the times that public lift access is available. Where Floors wish to make such changes, Clerks should contact our Maintenance Team through the [Portal](#) and provide the changes that are required to lift security, contact details and/or further instructions for deliveries.

The requested changes will be made and the details published on the Foyer notices boards.

Kind Regards,
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