

## **Counsel's Chambers Limited COVID-19 Recovery Plan (v1.5)**

### Background

*Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention. Older people and those with underlying medical conditions like cardiovascular disease, diabetes, chronic respiratory disease, or cancer are more likely to develop serious illness. Anyone can get sick with COVID-19 and become seriously ill or die at any age.*

*The best way to prevent and slow down transmission is to be well informed about the disease and how the virus spreads. Protect yourself and others from infection by staying at least 1 metre apart from others, wearing a properly fitted mask, and washing your hands or using an alcohol-based rub frequently. Get vaccinated when it's your turn and follow local guidance.*

*The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing or breathe. These particles range from larger respiratory droplets to smaller aerosols. It is important to practice respiratory etiquette, for example by coughing into a flexed elbow, and to stay home and self-isolate until you recover if you feel unwell.<sup>1</sup>*

Governments, both State and Federal, have responded to COVID-19 by implementing health measures, including vaccination programs, locking down districts heavily affected by COVID-19, contact tracing and other practical, hygiene measures such as mask wearing and physical distancing.

As of October 2021 in NSW, the rates of vaccination are high and the rate of transmission of COVID-19 within the community is steadily decreasing. Public Health Measures are being eased, and businesses are developing their plans to return to normal operations.

Counsel's Chambers Limited (CCL) developed and maintained the Infectious Diseases Management Plan (IDMP) as the framework for risk mitigation and maintaining the delivery of services for Members during the pandemic.

As the impact of the effect of the pandemic abates and the restrictions imposed by Government NSW ease, a new set of control measures and tools are required by CCL to continue its operations.

CCL have now developed this COVID-19 Recovery Plan (CRP) to document the process by which CCL will return to normal operation and maintain a level of preparedness to respond to rapidly changing health and legislative environments.

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<sup>1</sup> [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

OBJECTIVES OF THE CRP .....	3
RESOURCES AND SUPPORT INFORMATION .....	3
CCL'S WHS OBLIGATIONS; HAZARD IDENTIFICATION & RISK ASSESSMENT .....	4
OPERATING MEASURES – MANAGEMENT .....	5
OPERATING MEASURES - CONDITIONS OF ENTRY .....	7
OPERATING MEASURES - CCL STAFF & OFFICE .....	7
PREPAREDNESS AND SELF-RELIANCE OF CCL .....	8
PREPAREDNESS AND SELF-RELIANCE OF FLOORS .....	8
RESPONSE MEASURES TO CONFIRMED POSITIVE CASES.....	8
COVIDSAFE PLANS.....	9
COMMENCEMENT OF CRP AND RETIREMENT OF IDMP:.....	9
MEASURING EFFECTIVENESS.....	9
SENSITIVE INFORMATION RELATION TO COVID-19.....	10
ANNEXURE A – RESOURCES TO ASSIST WORKING REMOTELY .....	11
ANNEXURE B – CLERKS CHECKLIST: .....	12
ANNEXURE C – RESPONSE PROCEDURES TO A POSITIVE CASE (TRANSITION): .....	13
ANNEXURE D – RESPONSE PROCEDURES TO A POSITIVE CASE.....	14

ANNEXURE H – EMERGENCY CONTACTS.....	19
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## Objectives of the CRP

1. The **First Objective** of the CRP is to minimise harm by:
  - a) achieving **good physical and mental health** outcomes;
  - b) reducing the risk of **COVID-19 coming into the buildings**; and
  - c) **mitigating spread** of confirmed cases within the building.
2. The **Second Objective** of the CRP is to minimise impact on operations and business continuity by developing, maintaining and promoting:
  - a) a set of effective **operating measures** related COVID-19;
  - b) **preparedness and self-reliance** of CCL & Floors; and
  - c) targeted and rapid **response measures** for with COVID cases and/or clusters within the building.

## Resources and support information

3. Information on which the CRP has been developed:
  - a) [Media Release from Health NSW](#);
  - b) [COVID Safe Business](#);
  - c) [Contact tracing and isolation rules](#);
  - d) [COVID-19 Vaccination compliance and obligations for business](#);
  - e) [Health NSW Control Guidelines](#); and
  - f) [Public Health Orders](#).

## CCL's WHS Obligations; Hazard Identification & Risk Assessment

4. The model WHS laws require duty holders to manage WHS risks in the workplace.

Duty holders include:

- a) PCBUs
- b) designers, manufacturers, importers, suppliers and installers of plant, substances or structures, and
- c) officers.

Workers and other persons at the workplace also have duties under the model WHS laws, such as the duty to take reasonable care for their own health and safety at the workplace.<sup>2</sup>

COVID-19 is clearly a hazard and through the CRP, that hazards associated with COVID-19 can be assessed in terms of consequence and likelihood; the necessary control measures are implemented, and the effect of those measures monitored regularly.

A comprehensive WHS Risk Assessment has been conducted in consultation with Staff and Floor's own COVIDSafe Plans.

The CRP sets out the mitigation and control measures as part of the transition to living with COVID-19, where controls such as high vaccination rates, high levels of COVID-19 compliance and response readiness effectively reduce risks to health and business continuity.

Summary of WHS Risk Assessment process		Potential Consequences			
		Minor	Moderate	Major	Severe
Likelihood	Almost Certain		1 or 2 COVID cases in 7 days.		
	Likely		Close Contact designations being forced to isolate.	Floor and / or CCL Office closure.	
	Possible				COVID Cluster (>3 in 7 days) or outbreak in the building.
	Rare				

<sup>2</sup> <https://www.safeworkaustralia.gov.au/risk>

## Operating measures – Management

5. The **COVID-19 Management Response Team (CMRT)** has been assembled to:
  - a) ensure that the plans objectives are met and respond to COVID-19 related matters;
  - b) meet regularly to discuss emerging issues related to COVID-19;
  - c) identify hazards specific to its operations and assess the risk of those hazards; and
  - d) determine the appropriate responses and implement the necessary control measures to mitigate those risks.
6. The CMRT consists of CCL's:
  - a) CEO – Debbie George;
  - b) CIO – Michael Wright;
  - c) Operations Manager – Lee Albert; and
  - d) Facilities Coordinator & Safety Officer – Nathan Howes.
7. The CMRT will monitor conditions within the building, including:
  - a) positive cases of COVID-19;
  - b) response readiness of CCL Staff and Floors; and
  - c) compliance levels for contractors and visitors to the building.
8. In formulating plans, assessing risk and updating the CRP, the CMRT will monitor changes to;
  - a) [Public Health Orders \(PHOs\)](#);
  - b) advice and requirements from [Government NSW](#) and/or [Health NSW](#);
  - c) [Government NSW Roadmap for easing restrictions](#); and
  - d) further compliance requirements as and when announced.
9. The CMRT will assess the risks and make the necessary adjustments to control measures and delivery of services – subject to change these measures are set out in Table 9.1 on the following page:

Table 9.1: CONTROL MEASURES					
Control measure	11 October 2021	25 October 2021 (80% Vaccination)	1 December 2021	15 December 21	Until further notice
CCL Staffing on site levels return to normal. (rotating roster to bolster Ground Staff from 1 Dec 2021)					4 Jan 2022
Requirements to wear a face mask cease.		✓			
Face to face support from Maintenance Staff resumes, subject to sighting evidence of vaccination or medical contraindication.		✓			
Face to face support from Network Staff resumes, subject to sighting evidence of vaccination or medical contraindication.			✓		
CCL Staff to wear PPE when providing face to face support ceases				✓	
Chambers vacated to receive face to face support ceases				✓	
Common touch point cleaning ceases.					24 Dec 2021
Additional daytime toilet cleaning ceases.				✓	
100% Fresh air cycle for Lockhart Chambers AC service.					✓
Physical distancing in lifts cease					✓
Showers reopen to Members, Clerks & Staff		✓			
Room capacity limits to DRC rooms (1/2m <sup>2</sup> resumes on 8/11)	1/4m <sup>2</sup>	1/4m <sup>2</sup>	1/2m <sup>2</sup>		
Access passes presented to CCL for renewal resumes			✓		
Waste, recycling, secure bins services resume.		✓			
Bi-annual rubbish collection					✓

## Operating Measures - Conditions of entry

10. As a condition of entry to CCL's buildings, all persons must observe the requirements outlined in Table 10.1 below:

Table 10.1: CONDITIONS OF ENTRY				
Condition of entry:	Members, Clerks, Staff and visitors	DRC Client	Contractor	CCL Staff
Not displaying <a href="#">symptoms of COVID-19</a> .	✓	✓	✓	✓
Check-in and out using <a href="#">Service NSW QR Code</a> <sup>3</sup>	✓	✓	✓	✓
Observe requirements for physical distancing	✓	✓	✓	✓
Be fully vaccinated <sup>4</sup>		✓	✓	✓
Wear a mask when directed by CCL to do so	✓	✓	✓	✓
Observe further requirements set out by <a href="#">Government NSW</a> <sup>5</sup>	✓	✓	✓	✓
Complete a health survey or questionnaire when required.		✓	✓	✓
Obey the <a href="#">DRC Terms &amp; Conditions</a> and <a href="#">COVID-19 Policy</a>		✓		
Produce evidence of a COVID-19 test <sup>6</sup>		✓	✓	

## Operating Measures - CCL Staff & Office

11. To further support CCL Staff and the general operation of the office, the CMRT will consider and provide services to CCL Staff including, where required:
- COVID Leave for vaccination and testing;
  - Mental Health support sessions;

<sup>3</sup> If unable to sign in using the QR code, a person may sign in using the dedicated kiosk on Level 1 Selborne.

<sup>4</sup> Evidence of a medical contraindication plus a negative test result no older than 72 hours is also acceptable.

<sup>5</sup> Includes the requirement to Stay at Home, [Travel Permits](#) and all other directions from [Health NSW](#).

<sup>6</sup> Either a PCR test or Rapid Antigen Test

- c) information about CCL's approach to dealing with COVID-19 including, where appropriate, details of the CRP;
- d) training where required;
- e) equipment and hardware to enable working from home;
- f) providing resources to assist managing contractors and third parties (virtual meetings, contactless interaction); and
- g) regularly meeting with CCL Staff and providing a forum to discuss the impact of COVID-19 and concerns that CCL Staff may have.

## Preparedness and self-reliance of CCL

12. The CMRT will at all times ensure that:
- a) CCL Staff are at all times equipped and prepared to work remotely and ensure preparedness to do so by making regular enquiry of all staff at regular Staff Meetings;
  - b) COVID-19 Response checklists are current and up to date through regular review; and,
  - c) a list of emergency contacts is maintained.

## Preparedness and self-reliance of Floors

13. The CMRT will communicate with Floors and provide, where required, necessary resources for Floors to develop and maintain preparedness and self-reliance with respect to COVID-19 by:
- a) encouraging Floors to develop and maintain their own policy / response plans / [COVIDSafe Plans](#);
  - b) encouraging Floors to maintain [high vaccination rates](#) amongst Members, Staff and Visitors alike to minimise the potential for harm;
  - c) ensuring that Floors have in place [Service NSW QR Codes](#) for signing in Members, Clerks, Staff, Clients and all other persons arriving on the Floor;
  - d) sharing information with Floors including positive case risk assessment guidelines and response checklists;
  - e) encouraging Members on Floors to share personal information to assist with contact tracing; and
  - f) sharing [resources for Members and Staff to work remotely](#) when a positive case occurs.

## Response measures to confirmed positive cases

14. Where a positive case is confirmed in the building prior to 1 December 2021, refer to [Annexure C](#).
15. Where a positive case is confirmed in the building after 1 December 2021, refer to [Annexure D](#).
16. In the event of widespread transmission, Health NSW are to be notified, closures and environmental cleaning may be required.



17. Provide and review the [Clerk's Checklist](#) with the Clerk.
18. Proceed with contact tracing using the [Contact tracing checklist](#).

## Exposure of Staff and others to a potentially infectious person

19. Staff are encouraged to actively monitor their Service NSW Check-in history for COVID-19 case alerts and to notify the CMRT immediately upon learning of a possible exposure and/or their status as a casual or close contact.
20. Where a Member of Staff is designated as a close or casual contact, that Member of Staff shall follow all advice and directions from Health NSW, including the requirement to isolate immediately.
21. Where the CMRT becomes aware that a Member of Staff may have been in contact with a person infectious with COVID-19 and are required to monitor for symptoms only (as opposed to being designated as a close or casual contact), the CMRT may at its discretion:
  - a) require that Member of Staff to undergo a Rapid Antigen Test which may be conducted at CCL's Office; and/or
  - b) require that Member of Staff to undergo a PCR test; and/or
  - c) not attend CCL's Office until the results of one or both have returned negative results.

## COVIDSafe Plans

22. CCL have a COVIDSafe Plan (and another for the NSW Bar Dispute Resolution Centre), which reflects the measures adopted in the CRP. The CMRT update the plan on a regular basis, subject to changes to Public Health Orders, advice from Government and Health NSW and necessary response / control measures.

## Commencement of CRP and retirement of IDMP:

23. From Monday 11 October 2021:
  - a) the IDMP will no longer be in effect;
  - b) the CRP will come into effect; and
  - c) shall remain in effect until such time that the CMRT deem necessary.

## Measuring effectiveness

24. The following will be reviewed to determine the effectiveness of the CRP and whether changes are required:
  - a) the number of reported positive cases within the building per designated time period (i.e. <2 per cases within the buildings over any given 7 day period);
  - b) reported positive cases within the building as a proportion of the community (infection rate Statewide vs infection rate at CCL)
  - c) reported close contacts per positive case (R number); and

d) impact on Floors (closures per positive case numbers).

25. Where numbers are higher than within the community and / or increasing over time, the measures within the CRP, including response checklists, are to be reviewed.

## Sensitive information relation to COVID-19

26. CCL will deal with the collection of '**Sensitive Information relating to COVID-19**' pursuant to the following conditions:

- a) A person's vaccination status is considered sensitive health information under the Privacy Act 1988 (Cth) and higher privacy protections apply.
- b) CCL only intends to collect the minimum amount of personal information as to a person's vaccination status necessary to maintain a safe workplace and prevent and manage COVID-19.
- c) Current knowledge of all available and current public health advice will be applied in directing any consideration of what constitutes necessary information and any protection and management required.
- d) CCL will only collect vaccination status information if a person consents, unless an exemption applies, and the collection is reasonably necessary for the work, health and safety functions and activities of CCL. It is the responsibility of Floors and Members who engage contractors directly to make their own arrangements with their contractors to ensure that appropriate consent is obtained and that the vaccination status can be provided to CCL prior to any contractor requiring entry to any property owned and managed by CCL.
- e) Consent of each person must be freely given and constitute valid consent, after each person acknowledges and agrees that the person:
  - i. understands the need for and use of the information, namely the safety and protection of all persons who work in CCL's offices being a very small area of the workplace, and occupants and visitors in and about Chambers' buildings; and
  - ii. has been provided with a genuine opportunity to provide or withhold consent without feeling any pressure resulting from any perceived imbalance of power.
- f) CCL must advise persons how the information is to be collected will be handled. One exemption to CCL obtaining consent is where the information required or authorised by law, such as a specific requirement of a health notice or order or direction.
- g) CCL will only disclose the vaccination status of a person on a "need to know" basis only.
- h) CCL will take reasonable steps to keep such information up to date and secure.

## Annexure A – Resources to assist working remotely

To ensure that CCL Staff and Occupants are fully prepared to continue work as either a confirmed positive case or close contact, measures should be in place and maintained, including:

- a) ensuring that receptions are able to operate the Arc console remotely, noting that software may be required to be updated from time to time;
- b) preparing CCL Staff and Occupants to work from home by taking home their desktop devices and being familiar with the procedures to connect those devices to the [CCL Network](#);
- c) maintaining [user support guideshttps://www.ccl.com.au/services#network-documents](https://www.ccl.com.au/services#network-documents);
- d) using the VPN service to access network resources from outside Chambers, which must be arranged in advance by completing the [VPN Application Form](#) and submitting it to [support@ccl.com.au](mailto:support@ccl.com.au);
- e) understanding which services do not require a VPN connection, namely;
  - i. email including [webmail](#);
  - ii. [spam quarantinehttps://spam.ccl.com.au](https://spam.ccl.com.au);
  - iii. Webex (messaging and phone services);
  - iv. Voicemail; and
  - v. [Member Portal](#) (logging support requests and accessing accounts);
- f) [Video Conferencing / Webex services](#).

## Annexure B – Clerks Checklist:

1. Activate your COVID Response plan and notify CCL immediately.
2. Instruct all of your Floor Members in the buildings to cease all movement and make preparations to clear the Floor ASAP.
3. Provide CCL with all key codes, deadlocks and/or leave all doors open and unlocked before leaving the Floor in anticipation of Floor closure and cleaning.
4. Obtain from the affected person and provide to CCL:
  - a. consent to share the person's identity with others to assist with contact tracing;
  - b. a complete copy of their QR check-in history for CCL's buildings and Floors for the past 7 days or infectious period;
  - c. the time and date of the persons movements for the last 7 days including:
    - i. arrival & departure;
    - ii. movements in/out of the buildings (lunch/court etc); and
    - iii. movements within the buildings.
  - d. when symptoms first commenced and/or when advised to be tested; and
  - e. confirmation of their access card number or that they are using HID Bluetooth credentials for access.
5. Call the NSW contact tracing team on 1800 943 553 and obtain advice on [Contact tracing and isolation rules for businesses](#).
6. Notify CCL of all Close Contacts and any further advice from the contact tracing team or Public Health Unit.
7. Prepare for enhanced cleaning by protecting all artwork with plastic covering. Do not relocate artwork to an unaffected area, as this may increase contamination.
8. Notify SafeWork NSW on 13 10 50.
9. Evacuate the Floor and confirm with CCL that the Floor(s) are completely evacuated so that enhanced/deep cleaning can commence.
10. Confirm with CCL the testing results of all close and/or casual contacts on the Floor as soon as possible.

## Annexure C – Response procedures to a positive case (transition):

- From 11 October 2021 to 1 December 2021
  - It is anticipated that 70 - 90% of the eligible population have been fully vaccinated.
  - [Guidance from Government NSW](#)
1. Contact the Floor Clerk and cover off on the [Clerks checklist](#).
  2. Create a new space in Webex for the case/cluster.
  3. If required, lock off lifts via E-Link.
  4. If required, lock off the fire stair access to the affected Floor; (Shareholder, Clerk, Non-Shareholder Members, Floor Cleaner, Contractors Permission Groups) to prevent any access to the Floor.
  5. If cleaning is required, ensure access to all affected areas is confirmed, including keys, punch-pad codes and keys to deadlocks.
  6. Commence [contact tracing](#).
  7. If 3 or more persons test positive for COVID-19 in a 7-day period, contact the NSW Health contact tracing team on 1800 943 553 to determine required scope and extent for cleaning.
  8. Share with the Clerk Safework Australia's [COVID at the workplace](#) and [Guides for self-isolation](#).
  9. Notify the building and send a circular to Members & Clerks.
  10. Notify all contractors and service technicians.
  11. Notify SafeWork NSW on 13 10 50.
  12. If required, modify signage in the foyers.
  13. If required, make arrangements for an [environmental clean](#) of the Area or Floor;
  14. Pursue testing results for all identified contacts.

## Annexure D – Response procedures to a positive case

- On or after 1 December 2021
  - It is anticipated that 90% of the eligible population have been fully vaccinated.
  - [Guidance from Government NSW](#)
1. The positive case shall self-isolate immediately and remain at home for 14 days and be provided with the [Guides for self-isolation](#).
  2. The positive case shall contact Health Authorities as required. (1800 943 553)
  3. Notify SafeWork NSW on 13 10 50.
  4. All identified contacts shall undergo PCR testing and isolate until a negative result is achieved.
  5. Identified contacts may return to the buildings, subject to undergoing daily RAT and achieving a negative test result, until such time that the positive case is able to leave isolation.
  6. Identified contacts producing a positive test result shall immediately undergo a PCR test and be treated as a positive case until such time that a negative PCR test result is returned.
  7. In the absence of availability of RAT testing, PCR screening will be required.

## Annexure H – Emergency Contacts

<b>Name</b>	<b>Phone Number</b>	<b>Email/Website</b>
Healthdirect	1800 022 222	<a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>
Health NSW Contact Tracing	1800 943 553	
Coronavirus Info Line	1800 020 080	
Sydney Hospital	9382 7111	
Kamakan	1800 994 911	<a href="mailto:andrew@kamakan.com.au">andrew@kamakan.com.au</a>
Forensic Cleaning		
Lee Albert	0407 281 781	<a href="mailto:lalbert@ccl.com.au">lalbert@ccl.com.au</a>
Debbie George		<a href="mailto:dgeorge@ccl.com.au">dgeorge@ccl.com.au</a>
Nathan Howes	0407 910 361	<a href="mailto:nhowes@ccl.com.au">nhowes@ccl.com.au</a>
Allied Security	1300 003 456	<a href="mailto:Ryan@alliedmanagement.com.au">Ryan@alliedmanagement.com.au</a>
Ryan Kerseboom	0426 960 480	
Jet Black Plumbing	0420 233 377	<a href="mailto:nsedgman@jetblackplumbers.com.au">nsedgman@jetblackplumbers.com.au</a>
Mark Spark (Electrician)	0418 474 905	<a href="mailto:mark@markspark.com.au">mark@markspark.com.au</a>
Sydney Water 24/7 faults	132 090	<a href="http://www.sydneywater.com.au">www.sydneywater.com.au</a>
Police	000	
Police Assistance Line	131 444	
National Security Hotline	1800 123 400	<a href="http://www.nationalsecurity.gov.au">www.nationalsecurity.gov.au</a>
Day Street Police Station	9265 6499	
Fire Brigade	000	
Ambulance	000	