

1 July 2020

NSW BAR DISPUTE RESOLUTION CENTRE COVID-19 PRECAUTIONS

In light of the growing concerns around COVID-19, the Centre would like to update you on the measures and precautions we are taking for upcoming events, which are subject to ongoing review and update to respond to this unprecedented situation in conjunction with recommendations of the Australian Government and State Government Departments of Health.

In order to help prevent the spread of the COVID-19 virus, the following arrangements have been adopted at the New South Wales Bar Dispute Resolution Centre premises from today.

Room Capacity

- Hearing Room 1 Max 9 persons
- Hearing Room 2 Max 10 persons
- All Party Rooms Max 3 persons

NSW Health has advised that rooms are not occupied for longer than 2 hours at a time. Furthermore, the spacing of the chairs in the Hearing and Party Rooms will be set up to ensure the requirements for social distancing are observed, the use of the rooms requires clients to maintain 1.5m separation from each other.

Access to New South Wales Bar Dispute Centre

Please do not visit the premises if you, or spouse or child or household member, have any of the following symptoms:

- fever
- cough
- sore throat
- shortness of breath.

If you, or spouse or child or household member, have:

- travelled to (including through) Victoria or another country in the last 14 days; or
- had close contact with someone diagnosed with or suspected of having coronavirus in the last 14 days

If you, or spouse or child or household member, do not have the above symptoms and do need to attend the premises please observe the following precautions:

- Wash your hands
- Use the hand sanitisers provided
- Keep a reasonable separation from others at reception, meeting rooms and other parts of the building
- Use the stairs if possible
- Raise any concerns with reception immediately
- Observe any additional instructions given to you by NSW Bar Dispute Resolution Centre

Due to the recent increase in Covid-19 community transmission in Victoria, no person(s) who reside or work from Victoria are permitted to attend The NSW Bar Dispute Resolution Centre.

As an additional precaution we have introduced additional cleaning measures to ensure the safety of customers and staff.

Persons who are within the Centre and show flu like symptoms will be asked to leave the Centre. We encourage all persons who are experiencing flu like symptoms to follow the advice of NSW Health. For more information on COVID-19 visit www.health.nsw.gov.au/coronavirus.

The Centre has increased signage within the Centre to inform staff, members, guests and visitors of good hygiene practices.

Cancellation Policy

The NSW Bar Dispute Resolution Centre cancellation policy follows:

- More than 28 days = NIL
- 10 - 28 days = 20% of the total booking fee Less than 10 days = 100% of the booking fee
- The cancellation policy will be reviewed again on the 22nd April.

The information surrounding the COVID-19 pandemic is changing rapidly, and we are doing our best to remain as responsive as we can to meet the requirements of our customers. We appreciate your patience and understanding during this uncertain time.