

6 May 2022

NSW BAR DISPUTE RESOLUTION CENTRE COVID-19 PRECAUTIONS

In order to ensure the Health & Safety of visitors and staff in relation to 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 and Public Health Orders.

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.

Room Capacity

- Hearing Room 1 Max 18 persons at any one time
- Hearing Room 2 Max 20 persons at any one time
- All Party Rooms Max 6 persons at any one time

Face masks must be worn and physical distancing of 1.5m is recommended.

Vaccination requirements

As a condition of entry to the Centre, all Visitors must produce evidence of either:

- (a) being fully vaccinated for COVID-19 vaccine; or
- (b) a medical contraindication and the negative result of a COVID-19 test having been undertaken no more than 72 hours prior to attending the building.

Sensitive information relating to COVID-19

The Centre 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) The Centre 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) The Centre 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 the Centre. It is the responsibility of those making the booking to

ensure that the vaccination status of all Visitors can be provided to the Centre prior to any Visitor requiring entry to the Centre.

- (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 the Centre being a very small area of the workplace, and visitors to the Centre; 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) The Centre must advise persons how the information is to be collected will be handled. One exemption to the Centre 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) The Centre will only disclose the vaccination status of a person on a “need to know’ basis only.
- (h) The Centre will take reasonable steps to keep such information up to date and secure.

Ensure that you are feeling well and without COVID-19 symptoms before visiting the 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; 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 intend to visit the Centre, 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 all additional instructions given to you by NSW Bar Dispute Resolution Centre Staff

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 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.