

Floor policy regarding COVID-19 vaccination

The purpose of this policy is to help reduce the risk of transmission of COVID-19 in the workplace occupied by Floor members, licensees and staff. This policy applies to the main floor and the annex (**the Floor Premises**).

1. Everyone attending the Floor Premises **must** use the Service NSW QR codes to sign in on the Ground Floor of Selborne/Wentworth Chambers as well as on Level 13 of the Floor Premises.
2. As a condition of entry to the Floor Premises, the Floor requires that members, licensees and staff (whether they are employees of the Floor, an individual barrister or employees of individual barristers) have had 2 doses of a COVID-19 vaccine approved by the Therapeutic Goods Administration. **This must be proven by allowing the Clerk to sight their certificate of vaccination and record that fact.**
3. If a member, licensee or staff member cannot have a COVID Vaccination for a documented medical reason and has a 'medical contraindication certificate' as defined in the applicable public health orders (**a medical exemption**), the Board may consider exemptions to this policy on a case-by-case basis.
4. The Floor also requires that any visitors, including solicitors or other barristers, (**Visitor(s)**), are 'fully vaccinated persons' as defined in the applicable public health orders, as a condition of entry to the Floor Premises. Inquiries and confirmation of this status **must** be made by the Barrister hosting visitors in chambers.
5. Where a proposed Visitor is not a 'fully vaccinated person', the person proposing to host the proposed Visitor should instead make alternative arrangements so that the proposed Visitor does not need to physically attend the Floor Premises, including holding any conferences or meetings by phone or video technology.
6. If there are special circumstances which require the in-person attendance of a Visitor who is not a fully vaccinated person (due to a medical exemption) to the Floor Premises, the Board may approve temporary case-by-case exemptions to this policy. In those circumstances, the person inviting the proposed Visitor who is not fully vaccinated should give the Clerk at least 72 hours prior notice of the proposed visit, and the relevant circumstances, so that the Board can consider whether an exemption should be granted and what extra information will need to be provided.

7. Masks are no longer **required**, as per the NSW Government Mask Mandate, to be worn on the Floor Premises for all 'fully vaccinated persons'. Any members, licensees and staff (whether they are employees of the Floor, an individual barrister or employees of individual barristers) who have not provided evidence of their fully vaccinated status to the clerk will need to continue to wear a mask in chambers, including those who are vaccinated, until they have provided that evidence to the clerk, or in the case of visitors to the Floor Premises to the person proposing to host them.
8. In person conferences are allowed in chambers but only with instructing solicitors and co-counsel (e.g. a silk and their junior) attending and only in the Barrister's Chambers or the conference room and as necessary to access such chambers, and limited to the number of persons who may be present pursuant to the existing public health orders, noting the existing public health order (which is in effect until 1 December 2021) is one person per 4m² and thereafter the rule is one person per 2m².
9. Conferences shall not spill over into common areas nor shall the secretarial bays be used apart from use by those employees who presently work from those bays.
10. Members are not to keep any visitor/s waiting for them and if members need to keep visitors waiting then the visitors should not wait in the common areas of the floor.
11. The 4m² rule is in place per the Public Health Orders until 1 December 2021 and must be adhered to at all times. Thereafter a 2m² per person rule will be in place.
12. Researchers/paralegals are allowed on the floor but only in the employing Member's chambers and as necessary to access such chambers.
13. No clients or witnesses are to attend in person on the Floor at any time until further notice.

21 October 2021