

# COVID -19 (“Coronavirus”) POLICY

This policy is for all members of Chambers, staff, pupils and visitors.

## Attending Chambers: what Chambers requires you to do

- A. If in the previous 14 days you have been to a **Category 1** country or region (listed below), however fleetingly,:
  - i) you must notify Clare Bello by email immediately, giving the country/countries and date that you were last there; and
  - ii) you must NOT come into Chambers until 14 days have elapsed since you were last in the Country/region or you have been formally given a medical all clear (whichever is earlier); and
  - iii) you must follow all official Government advice.
- B. If in the previous 14 days you have been to a **Category 2** country or region (listed below), however fleetingly,:
  - i) you must notify Clare Bello by email immediately, giving the country/countries and date that you were last there; and
  - ii) if you have any symptoms (ie a cough, high temperature or shortness of breath) you must NOT come into Chambers until 14 days have elapsed since the last manifestation of any symptoms or you have been formally given a medical all clear (whichever is earlier); and
  - iii) you must follow all official Government advice.
- C. If you have tested positive for COVID-19:
  - i) you must immediately notify Clare Bello by email; and
  - ii) you must NOT come into chambers until formally given a medical all clear (and having sent a copy of the medical report to Clare Bello); and
  - iii) you must follow all official Government Advice.
- D. If in the previous 14 days you have come into “close contact” (see definition below) with a person who has tested positive for COVID-19:
  - i) as soon as you learn of this you must notify Clare Bello by email giving such details as you have; and
  - ii) you must NOT come into Chambers until 14 days have elapsed since your last contact with the person or you have formally been given a medical all clear (whichever is sooner); and
  - iii) you must follow all official Government advice.
- E. If in the previous 14 days you have come into “close contact” (see definition below) with a person who has in the last week prior to you coming into contact with that person been in a Category 1 country or region:
  - i) as soon as you learn of this you must notify Clare Bello by email giving such details as you have; and
  - ii) you must NOT come into Chambers until 14 days have elapsed since your last contact with the person or you have formally been given a medical all clear (whichever is sooner); and
  - iii) you must follow all official Government advice.
- F. If you are exhibiting any symptoms of COVID-19 (ie a new continuous cough, a high temperature, shortness of breath) but are not within any of A-E above:
  - i) you must notify Clare Bello by email immediately giving details of your symptoms; and
  - ii) you must NOT come into chambers and you are required to self-isolate for seven days; and
  - iii) you must follow Government advice.
- G. For members of Chambers, staff and pupils only, if you are travelling outside the UK, you must notify Clare Bello by email in advance of travel, giving the departure and return date and listing all the countries/regions to be visited and the dates there.

## While in Chambers: what Chambers requires you to do

- On entry and departure from Chambers use the hand sanitiser, following the instructions on the bottle; and
- when leaving a bathroom, use the hand sanitiser following the instructions on the bottle; and
- if you observe anyone in chambers exhibiting symptoms of COVID-19 please notify Clare Bello immediately.

## Chambers cleansing

The reception team will thoroughly clean tables, chair arms and door handles after each conference. Reception team will clean the conference facility washrooms at regular intervals throughout the day.

## Information sharing

- Information resulting from A-G above may be shared with other members of chambers, staff and pupils but on an anonymised basis so far as the efficacy requires; and
- Chambers will share information with law enforcement and public authorities where required to do so.

## Visitors to Chambers

Every visitor to chambers:

- a) will be made aware of the policy; and
- b) will be required to confirm in advance that they have not been to a Category 1 or Category 2 country or region in the preceding 14 days nor have they been tested positive of COVID-19; and
- c) will not be allowed entry in cases of A-F above.

## Changes to this Policy

This policy (including the list of countries and regions in Category 1 and Category 2 may be varied without prior notice to reflect changes in Government Policy.

## Defined terms

### Category 1 Countries & Regions (as of 9<sup>th</sup> March 10.35pm)

- Wuhan city and Hubei Province (China)
- Iran
- Daegu, Cheongdo, Gyeongsan (Republic of Korea)
- Italy (pre-9 March 2020, from containment areas in northern Italy; post-8 March 2020, from any part of Italy)

### Category 2 Countries and Regions (as of 9<sup>th</sup> March 10.35pm)

- Cambodia
- China\*
- Hong Kong
- Japan
- Laos
- Macau
- Malaysia
- Republic of Korea\*
- Singapore
- Taiwan
- Thailand
- Vietnam

\*Except areas of the country specifically referred to in Category 1

### “Close contact”

- living in the same house;
- contact with their body fluids;
- face-to-face contact, for example talking for more than a few minutes;
- being coughed on;
- being within 2 metres of the person for more than 15 minutes.