



PROTOCOLS FOR ENTRY TO COMMISSION PREMISES TO BE ADMINISTERED BY SECURITY

1. Access for participants is from *10 minutes before* the listed start time and up to *5 minutes after* the cessation of their hearing.
2. Security will impose social distancing of 1.5m in the public areas and in the hearing room.
3. Security will perform the following checks and make appropriate notations in the table below:
 - (a) Greet and check attendees upon exiting a lift on level 21.
 - (b) Ensure attendees are socially distanced by 1.5m while waiting to undertake checks.
 - (c) Ask for the details as listed in the table below.
 - (d) Perform temperature checks to identify high fever (37.5 C or above).
 - (e) Ask attendees if they are experiencing any of the following symptoms:
 - (i) Cough,
 - (ii) Sore or scratchy throat,
 - (iii) Shortness of breath or respiratory complaints,
 - (iv) Loss of smell or taste.

The protocols under point 3 are to be performed on every occasion an attendee accesses the floor.

4. Security must deny entry to an attendee if:
 - (a) The temperature reading is 37.5C or above.
 - (b) They present with any of the symptoms listed above.
 - (c) If they fail to comply with protocols by declining to have their temperature taken or to undertake the questionnaire or provide their details. They will be advised that when a person has any of these symptoms NSW Health states that they should come forward for COVID-19 testing.
 - (d) If an attendee objects to denial of access, the Security Officer will advise them to wait and will refer the issue to one of the following Workers Compensation Commission executives:
 - (i) (Director Operations: Siobhan Flores-Walsh)
 - (ii) (Registrar: Rodney Parsons)

Name	Organisation/ status	Mobile phone number	Temp reading	Symptoms	Entry: Allowed/ Denied	Time: Entry	Time: Exit