

Guide to attending Sparke Helmore offices and events

At Sparke Helmore, we are committed to ensuring a safe environment for everyone on our premises, and the safety and wellbeing of our people, our clients and the broader community is our highest priority.

Following an extensive risk assessment and consultation with our people, we have concluded that ensuring all who enter our workplace are vaccinated against the risks of COVID-19 will reduce the risks to those on our premises, and ensure we meet our legal and Workplace Safety obligations.

What does this mean?

This means that all our people in our office will be fully vaccinated or have an approved medical exemption.

Similarly, we require all visitors—including clients, fellow professional services providers and contractors—who will meet and work at our offices can only do so if they are also fully vaccinated or have an approved medical exemption.

Confirming your vaccination status

We will be asking people to show proof of their vaccination status on arrival, including if for medical reasons you are unable to have any of the approved COVID-19 vaccines.

Upon arriving in our reception area, you will be asked to show photo identification and show proof of your COVID-19 vaccination status or medical exemption by showing **one** of the following to our reception staff:

- COVID-19 digital certificate, which can be printed or saved to a smart phone wallet, Express Plus Medicare app, or a state or territory government check-in app, or
- your immunisation history statement, which can be printed or saved to the Express Plus Medicare app.

If you can't get any of the approved COVID-19 vaccines for medical reasons, this will be recorded on your immunisation history statement and COVID-19 digital certificate.

If you will not be able to show any of the above, you will need to contact us five days before your scheduled meeting to let us know how you expect to be able to confirm your vaccination status or medical exemption so we can confirm whether that will be acceptable.

Please be aware that your privacy is important to us, and we will only need to **view** your vaccination status. This information will not be stored, copied or recorded in any way. As we will not keep a record, you will be required to show your vaccination status each time you visit our office.

What if I can't provide my vaccination status?

We understand that some people may not be fully vaccinated, or may not wish to disclose their vaccination status, and virtual meetings will remain in place to ensure our people can continue to provide you with uninterrupted service.

If you are not fully vaccinated, or do not wish to disclose your vaccination status, we respectfully ask that you not attend our office as, unfortunately, we will not be able to permit access in such circumstances.

More information

We will continue to review government advice and Public Health Orders and adjust our guide accordingly, ensuring we meet the needs of all those who meet and work at our offices. If you have any questions, please speak with your usual Sparke Helmore contact.

Please note, if our people are working at a site other than our office, for example a client site, those individuals can only do so if they are fully vaccinated or have an approved medical exemption.