

# COVID-19 Update

23 June 2021

**Dear:** Shareholders, Clerks, Tenants & Staff,

Further to my circular of 20 June 2021 which is attached, there have been subsequent announcements from Government NSW and further restrictions in response to COVID-19 case numbers: <https://www.nsw.gov.au/media-releases/new-covid-19-restrictions-for-greater-sydney-23-june-2021>

Notable changes include restrictions on travel, limits to the number of people allowed indoors and the requirement to wear masks in places of work.

As a consequence, please note the following important information:

- *CCL Services*
- *Request for Floor closures*
- *Further updates*

## CCL Services

CCL's Offices and the buildings will remain open and CCL will continue to provide services to Members and Tenants. However there will be some further changes effective from tomorrow.

In order for CCL to comply with the one person per four square metre rule, some of CCL's Staff will be working remotely and consequently, there will be reduced staff numbers in our office. This is not expected to affect the provision of services, however in the event that it does we ask for your co-operation.

All bin services for rubbish, recycling and secure bins provided by CCL will be suspended. The usual nightly cleaning service will continue as usual and general rubbish and recycling will carry on as normal.

The above changes are in addition to those already announced in the attached circular, which include:

- A suspension of face-to-face support for Network related enquiries.
- Only one Member of our Maintenance team attending to work order requests on Floors.
- Closure of the showers in the buildings.
- Enhanced screening and a requirement for Contractors to wear masks in the building.
- Additional daytime cleaning.

## Requests for Floor closures

While CCL's Office and the buildings remain open, Floors may wish to either opt to close or modify the hours for public lift access. Any Floor wishing to make changes should notify our office as soon as possible and these changes will be reflected on the foyer notice boards. To make changes to lift access please contact [maint@ccl.com.au](mailto:maint@ccl.com.au)

## Further updates

The above changes will remain in place until Friday 2 July, at which time a further circular will be sent to update you.

For further information, or if you have any questions, please contact either Lee Albert at [labert@ccl.com.au](mailto:labert@ccl.com.au) or me.

Kind Regards,  
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