

18 December 2020

Dear: Shareholders, Clerks & Tenants

This circular includes the following topics:

- *Contractors & Cleaners visiting the building*
- *CCL Network: Face to face support*
- *Additional cleaning of toilets*
- *Closure of showers*
- *General reminders*
- *Infectious diseases management plan*

Members & Clerks will be aware of the recent announcements made by the NSW Government and the guidelines that have been issued this morning by NSW Health regarding the cluster of COVID-19 cases occurring in the Northern Beaches area (the area affected being from the Spit Bridge in Manly to Palm Beach). Here is the link to the NSW Health

announcement: https://www.health.nsw.gov.au/news/Pages/20201217_02.aspx

If possible, Members and staff who are located within the affected areas should avoid coming to chambers and work remotely.

As a consequence of the above, CCL has no option but to re-introduce the following arrangements:

Contractors & Cleaners visiting the buildings

For the next three days all contractors including cleaners who reside within the affected area will not be permitted to attend site, to avoid disruption to services and disappointment it is crucial that you speak to your Cleaners to ascertain if they are located within the affected area. Also, any Floors planning on having works carried out over the coming days should check with their building contractors.

Compulsory temperature checks will also be re-introduced for all contractors attending site.

CCL Network: Face to face support

Unfortunately, effective immediately until 4 January 2021, to ensure the safety of our staff CCL are not in a position to offer face-to-face Network support, support will be offered remotely as it has been for most of the year.

Requests for IT Service should continue to be logged through either the tenant portal or by emailing support@ccl.com.au you should only telephone our offices regarding an IT service request if the request has already been logged and you have a service request number.

Service requests are prioritised as follows:

- (a) Shareholder requests will be attended to first;

- (b) then Clerks;
- (c) then Readers & Licensees;
- (d) then Staff.

Additional cleaning of toilets

The additional daily clean of the toilets was expected to cease today but this will now continue until 23 December 2020.

As previously advised common touch point cleaning will continue throughout the buildings until at least the end of January. This matter is reviewed weekly.

Closure of showers

Members will be aware that earlier this month the showers in the basement of Wentworth Chambers were re-opened for use by Shareholders only. Unfortunately, due to this new, escalated risk and the requirement for contact tracing and additional cleaning, the shower facilities in the basement of Wentworth Chambers will close from mid-day today and not re-open until 4 January 2021, this matter will remain under review and we will keep Members updated.

General reminders

CCL must be notified immediately if any person on your Floor contracts the COVID-19 virus. As previously advised and as noted in the Infectious Diseases Management Plan, if a confirmed case of COVID-19 is identified in the buildings, it will be necessary to close the affected Floor and undertake an environmental clean.

CCL has also become a COVID Safe Registered Business, Floors can also individually apply for this certification at this link: <https://www.nsw.gov.au/register-your-business-as-covid-safe>

In addition to following the guidelines issued by NSW Health, CCL recommends that Floors adopt precautions to avoid the spread of COVID-19 including:

- (a) practice hand hygiene, use hand sanitisers provided at all entrances to CCL's properties;
- (b) ensure adequate separation in reception and common areas, for Members, Staff and visitors;
- (c) when using lifts or in any common areas within the buildings, observe social distancing recommendations where possible;
- (d) the use of barriers or shields at receptions;
- (e) avoid congregating in kitchen and common areas;
- (f) additional cleaning/sanitising on Floors;
- (g) maintain a register of all visitors to the Floors; and,
- (h) encourage members, staff and visitors not to come into chambers if they are sick.

Infectious diseases management plan

CCL's Infectious Diseases Management Plan remains available on our website.

To maintain relevancy, this plan is regularly reviewed and updated, and can be found here: https://www.ccl.com.au/files/documents/CCL_Infectious_Diseases_Management_Plan.pdf

Kind Regards,
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