

12 July 2021

Dear: Shareholders, Clerks & Tenants,

This circular includes the following topics:

- *Service NSW QR Code check-in systems in CCL's buildings*
- *COVID tests for all trades entering the buildings*

Service NSW QR Code check-in systems in CCL's buildings

Members, Clerks & Staff will be aware that from today it is mandatory to use the Service NSW QR Code check-in when entering places of work, including offices, see full details of the directive at the following link:

<https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/mandatory-electronic-check-in>

CCL has installed QR Codes at the entrances to Wentworth, Selborne & Lockhart Chambers and the Windeyer Strata have installed them at the entrance to Windeyer Chambers.

CCL requires everyone upon entry to the buildings to use the QR Codes displayed in the foyers to check-in before getting into the lifts.

We appreciate that some Floors have their own QR Codes but CCL still requires anyone entering the buildings to use the QR Codes displayed in the foyers, information relating to dual sign-in can be found on the NSW Government website:

“If I visit a business that has QR codes displayed at the entry to all the different areas within the complex (for example, café, pool and restaurant), do I need to check in at each area?”

Yes, you need to check in at each of the different areas where QR codes are displayed. Checking in to each area provides more accurate information as to where you were within the business and helps with contact tracing.”

<https://www.service.nsw.gov.au/covid-safe-check-customers-faqs>

Security guards have been engaged from today and are present in the foyers of our buildings to assist with this process. Anyone without a phone can check-in manually either in the foyer (for the time being) or at Level 1 Selborne. Security Guards are only present between 8-6pm Monday to Fridays, anyone entering the buildings outside of these hours are still required to check-in and there will be some remote monitoring arrangements in place after hours.

As I have previously noted, CCL obviously does not want to have to go to the expense of engaging security guards for any longer than is necessary and we are hoping to adopt a number of alternate measures in the longer term to manage this process which will include monitoring the CCTV service and seeking the assistance of Floor staff to eventually take over this role by showing the check-in on smart devices to Floor

staff to verify that people have checked-in correctly when alighting from the lifts on individual Floors. (The handover of this process is obviously hindered at the moment because most Floors are still closed).

We appreciate that this requirement is inconvenient and time consuming but it is mandated by the Government and we have no choice but to follow the rules and we hope that everyone in the buildings will co-operate and do their part to ensure that we all comply with our obligations.

COVID tests for all trades entering the buildings

Yesterday the NSW Government recommended that tradespeople working over multiple sites get a COVID test. As a consequence, any tradesperson entering the building when signing on at CCL's offices will need to provide results from a COVID test taken since 11 July. Can you please make any tradesperson that you engage aware of this requirement.

CCL will continue to monitor the guidelines and orders from the Government and keep the matter under review however, for the time being, all trades must produce evidence of a negative COVID test conducted since 11 July as a condition of entering the buildings.

Please contact Nathan Howes of our office at maint@ccl.com.au if you have any questions regarding entry for tradespersons during the lockdown period.

Kind Regards,
Debbie George
CEO



Level 1 Selborne Chambers
174 Phillip Street Sydney
NSW 2000 Australia
DX 973 Sydney

P: +61 2 9231 3644
E: dgeorge@ccl.com.au
W: www.ccl.com.au

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