

5 July 2021

**Dear:** Shareholders, Clerks & Tenants

This circular includes the following topics:

- *COVID-19 Check-in mandated for workplaces*
- *Emergency Response Procedures*

## COVID-19 Check-in mandated for workplaces

I refer to my circular of 1 July 2021 advising that from 12 July 2021 the COVID QR Check-in will become mandatory at workplaces, including offices, see full details of the directive at the following link:

<https://www.nsw.gov.au/media-releases/covid-check-mandate-expanded>

As a consequence of the above directive, **CCL requires everyone upon entry to the buildings from Monday, 12 July to use the QR Codes displayed in the foyers to check-in before getting into the lifts.** CCL will be engaging security guards who will be posted in each foyer from 8-6pm, Monday to Friday from 12 July to ensure that everyone entering the buildings checks-in, please note that no one is exempt from signing in.

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 sighting people's smart device to verify that they have checked-in correctly when they alight from the lifts on their Floors. The QR codes will also be available in the foyer on every floor for use by anyone who arrives on a floor who has not yet checked-in.

Also, please note that the guards will not be on duty over the weekends and after hours but it is still required that you check-in when entering the buildings on the weekends and after hours.

We appreciate that this requirement will be 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.

As Floors start to re-open over the coming weeks, CCL maintenance staff will contact Clerks and Receptionists to discuss check-in verification procedures.

## Emergency Response Procedures

CCL has a reduced number of staff members in the office at the moment and, as a consequence staff will not intervene or issue directions should the fire alarm sound. If the alarm sounds at some stage over the next week, please observe your emergency response procedures, evacuate using the fire stairs upon alarms sounding and take directions from emergency services as there will not be a Chief Warden on duty in Wentworth & Selborne Chambers or Lockhart Chambers.

Please contact me if you have any questions in relation to the above.

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](mailto:dgeorge@ccl.com.au)  
W: [www.ccl.com.au](http://www.ccl.com.au)

This email (including any attachments) is confidential, may be privileged, may contain commercially valuable information and intended solely for the use of the individual or entity to whom it is addressed.

It may be read, copied and used only by the intended recipient. If you have received it in error, please contact CCL on +61 2 9231 3644 or by email at [admin@ccl.com.au](mailto:admin@ccl.com.au), or the Sender immediately by return email, and immediately delete this email. CCL reserves the right to monitor all email communications through its networks. If the content of this email is personal or unconnected with CCL's business, we accept no liability or responsibility for it. You should take full responsibility for virus checking of this email and any attachments. If this email contains personal information (as defined in the Privacy Act Cth as amended) you must at all times comply with the Privacy Act and Australian Privacy Principles in connection with the personal information.