

COVID-19 UPDATE

25 June 2021

Dear: Shareholders, Clerks, Tenants & Staff,

This circular includes the following topics:

- *CCL's offices, building access & remote working*
- *General reminders*

Further to my circulars of the 20 June and 23 June – attached, you will be aware of the latest announcements made by the NSW Government regarding further restrictions in response to the COVID-19 case numbers, the announcement can be found at this link: <https://www.nsw.gov.au/media-releases/greater-sydney-covid-19-restrictions-extended>

Please note the following important information below:

CCL'S OFFICES, BUILDING ACCESS & REMOTE WORKING

CCL's office will remain open (with reduced staff) and the buildings will also remain open, it is a matter for individual Floors if they wish to either close or deploy to remote working, any Floor opting to close off lift access or deploy their staff to remote working should contact our office as soon as possible.

It may be necessary to make further announcements in relation to this matter as more information becomes available.

Please ensure that your access cards, tags or phone access is up to date.

GENERAL REMINDERS

As advised in my earlier emails, I remind you of the following:

- Please ensure physical distancing is observed at all times, particularly when using the lifts.
- If you or anyone on your floor tests positive to COVID it is critical that CCL is notified immediately.
- Please observe hand hygiene guidelines and wear masks when travelling on public transport.
- Visitors to the building should sign in using the Service NSW app (the QR code is located in the foyers to the building and at reception areas on floors).
- Visitors, to the building should also wear masks.
- In addition to Visitors wearing masks, as announced by the NSW Government earlier in the week, masks need to be worn in business premises, that provide goods or services to members of the public who attend the premises, therefore anyone working in the Buildings should also wear a mask at all times

Please let me know if you require any further information relating to the above information.

Kind Regards,
Debbie George
CEO

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