

# COVID-19

## Returning to work safely



Mirvac's top priority is the health and wellbeing of our tenants, employees and community. Whether you are continuing to work remotely, or thinking about returning to the office, Mirvac have implemented the below measures in order to minimise the spread of COVID-19 and comply with Australian Federal and State Government regulations. There are a number of ways you can assist us in keeping our offices safe and we encourage you to familiarise yourselves with the initiatives below. As always, we are committed to working together with you to make the transition back to your office as safe, productive and smooth as possible.

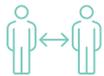
### WHAT MIRVAC IS DOING



#### CLEANING & HYGIENE

Cleaning of all high-touch points has been increased. We continue to provide alcohol-based hand sanitising stations in common areas of our buildings.

Posters and lift screens are in place to remind people to continue practicing proven hygiene activities that will minimise the spread of COVID-19



#### PHYSICAL DISTANCING

Floor decals and other signage throughout the lobby and common areas will help you remember to keep a physical distance of 1.5 metres from each other. We thank you for observing this important rule.



#### LIFTS

Mirvac will install floor decals in lifts where appropriate to let you know where to stand. These markers ensure that the rule of 1.5 metres between people is adhered to in these spaces. We ask that you and your staff ensure that you comply with these important government guidelines.



#### COMMUNICATION

Please continue to advise us immediately of any suspected or confirmed cases of COVID-19 in your local workforce and, in turn, we will continue to notify our tenant representatives of any such cases too.



#### SEATING

Seating in common areas and food precincts has been reduced or removed to meet mandated criteria for appropriate social distancing.



#### ACTIVATIONS

You might be missing the activations we love to hold in our lobby. We have placed our activations programme on hold and will resume as soon as it is safe to do so.



#### YOUR MIRVAC SITE TEAM

Your Mirvac site teams are still available to meet with our tenants virtually, (via MS Teams or similar) or telephone in order to minimise face-to-face interactions.



#### CONTRACTORS

All contractors that enter our building are required to practice social distancing at all times. We also ask them to answer medical screening questions before being allowed within the building.



#### AIR CONDITIONING

HVAC systems are operated to best practice and design standards as well as in line with health advice. Our HVAC systems regularly allow in fresh air from outside.



#### END OF TRIP FACILITIES

We anticipate increased demand for our end of trip facilities including bicycle racks. These facilities will be available to use and are cleaned regularly. We ask all our users to practice good hygiene and maintain social distancing.

### HOW YOU CAN HELP US RETURN TO THE OFFICE SAFELY



#### MAKE A PLAN

By now, we anticipate that all tenants will have their business continuity plan in place. This might include staggered start times, a staged return to the office or increased ongoing remote working for a part of your workforce. It is recommended that you collaborate with your Mirvac team member to ensure a coordinated and ultimately efficient 'whole of building' approach.

**For assistance in planning, please visit:**

<https://www.pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf>



#### STAY AT HOME

Learn to recognise the symptoms of COVID-19 and if anyone in your organisation is unwell or displaying any of these symptoms please ensure they stay at home and if necessary, get tested



#### INFORM US

Continue to monitor your employees and notify building management immediately if there is a suspected or confirmed case of COVID-19 within your tenancy. Likewise, we will keep you informed of any confirmed cases in the building.



#### TEMPERATURE MONITORING

As a preventative measure, Mirvac recommends that your employees and visitors proactively monitor their own temperature before they enter the office, and to stay at home if their temperature is above the normal range of 37.4 degrees celcius.



#### PHYSICAL DISTANCING

Consider putting in place strategies to ensure your staff can maintain physical distancing measures within your tenancy. This may include revisions to seating plans and repurposing smaller meeting rooms.



#### WORKSTATION HYGIENE

Encourage your employees to wipe down their workstations regularly with alcohol-based wipes. You may wish to reconsider your approach to hot desking and Activity Based Working based on your own company's risk assessment and approach to the COVID-19 situation.



#### PROTECTION SCREENS

If applicable and practicable, install protective screens on your reception desks.



#### MEETINGS

Where possible, continue to use VC technology to hold meetings, or keep the physical attendees to small numbers.



#### CLEANING

If you would like to increase the frequency of cleaning within your tenancy, please speak to your cleaning provider directly or let your Mirvac team member know.



#### SANITISATION STATIONS

Have alcohol cleaning wipes available at all high touch points throughout your workplace, such as printing and copying stations, as well as hand sanitiser throughout your premises.



#### ROSTERS AND SHIFTS

Team shifts may be a way your business can reduce the potential impact to your business if an employee is infected with COVID-19.



#### KITCHEN AND BREAKOUT AREAS

Consider repurposing these spaces to avoid large gatherings.



#### CATERING

Many local cafes and restaurants are offering delivery services, which will help reduce the burden on lifts and also reduce crowds waiting for orders.



#### GUESTS & VISITORS

During the transition period, consider minimising visitors to site if a meeting can be conducted via technology. Keep a record of your visitors' names and contact details should contact tracing become necessary.



#### COVIDSAFE APP

You may wish to encourage your staff to download the COVIDSafe app as this tool can help speed up the current manual process of finding people who have been in close contact with someone with COVID-19. The more Australians who connect to the COVIDSafe app, the quicker we can find instances of the virus and help suppress the spread and continue the progress of easing restrictions. Please note, the legislation is clear that downloading the app is entirely voluntary and staff cannot be forced or mandated to download the app.