

# Welcome Back



The Mirvac team is excited to welcome you back to the office – we've missed you! While we're looking forward to face-to-face contact, we know that safety is at the top of everyone's mind right now. So, we've answered some of the questions you might have about our 2021 office re-opening in NSW.

**Last updated: 19 October 2021**

## When will NSW offices re-open?

We've been following the health-related announcements made by the NSW Government closely in anticipation of the Roadmap to Reopening, and now we have achieved the 70% double vaccination target, our buildings will re-open on Monday 11th October 2021 (apart from when a single tenant occupies the building and requests otherwise). Usual building opening hours will apply.

## What do I need to know before I set foot in the building?

- From 18 October 2021, masks are no longer mandatory for those who are fully vaccinated. However, if you forget your mask, don't panic – we'll have a supply of spares in the lobby with concierge or security.
- Get set to check in to the building. The NSW Government QR code check-in system is now compulsory for all businesses, so everyone who steps inside the building needs to follow the protocol. If you don't have a smartphone, you can sign in manually in the lobby.
- Your business will need a COVID-safe plan. This is required by law, and will need to set out the actions your business will take to reduce the risk of COVID-19 infecting your team. Your COVID-safe plan must also include a QR code check-in exclusively for your tenancy. You can find more info on what's required [here](#).
- Don't forget to re-order your kitchen supplies. No one wants to be stuck without milk and fruit on the first day back!
- Feeling unwell? Don't come in if you have flu-like symptoms (coughing, sore throat, fever and fatigue, shortness of breath) and follow the latest [NSW Health guidelines](#).
- Been deemed a close or **casual contact**? Please refer to the latest [NSW Department of Health guidance](#).

## Do I need to be fully vaccinated to go into the office?

According to the NSW Government, employers must allow staff to continue to work from home, if reasonably practicable. Employers require staff who are not fully vaccinated to work from home, if reasonably practicable. For further guidance, please see the [NSW Roadmap](#).

## What can I expect on my first day back?

- Social distancing rules are in place through the building. We need to continue to reduce close physical contact with people we don't live with – so please stay 1.5 metres away from others in and around the building
- We're managing lift capacity. Keep an eye out for floor decals as you approach the lift – these will tell you exactly where to stand and what to do
- Sanitation stations are in place throughout the building, so please use them! We've also got plenty of signage about hygiene best practice to remind you what to do
- Access as usual. Restricted access has been removed, so you can access as normal to get up onto your floor
- End of Trip facilities will be open as usual.

## How is Mirvac protecting our health and safety?

Mirvac care about the safety of staff, customers, contractors and visitors to our buildings. Mirvac follows all relevant directions from Federal and State government health departments with regards to the operation of Mirvac buildings.

- Mirvac are requesting that all controlled contractors are fully vaccinated.
- Going above and beyond on cleaning. We want you to feel

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comfortable, so we're continuing the increased cleaning for high touchpoint areas throughout the buildings.

- Air conditioning in our office buildings. Air Conditioning and Filtration systems at Mirvac Buildings are operated and maintained to statutory requirements, relevant Australian Standards and industry best practice. Building air filtration is monitored and replaced in accordance with maintenance parameters and Australian Standards as part of ongoing maintenance cycles. Indoor air quality testing is undertaken on a regular cycle and results assessed in consultation with independent consultancy and Air Conditioning service providers.
- Induction for all contractors. All services and trades visiting Mirvac sites sign in onsite before accessing any part of the building or commencement of any works. This also requires sign out at the completion of works.
- Keeping you in the loop. Mirvac continues to monitor the NSW Government directions and will continue to share updates on the changing COVID-19 situation in NSW by email and via our [dedicated webpage](#).

## What about visitors?

Anyone who visits your tenancy (including any contractors) need to sign in using the QR check-in code and also confirm they're not presenting any flu-like symptoms.

## What happens if someone in the building tests positive for COVID-19?

Mirvac Asset Management team will notify all tenants of any positive COVID-19 cases confirmed in the building.

## How do I know if I am deemed as a close or casual contact within the workplace?

Please refer to the NSW Health Contact risk assessment for Workplace, which can be located [here](#).

## What happens if someone who tests positive for COVID-19 has been to my tenancy; what should I do?

If someone in your tenancy tests positive for COVID-19, it is vital that you contact your Asset Management team immediately – we'll be on hand to assist you with the process. In addition, please follow the NSW Health advice which can be found [here](#).

## Do I have to go back into the office?

At this stage no – according to the NSW Government, businesses need to give employees the option of continuing to work from home until Wednesday 1st December 2021. For further guidance, please see the [NSW Roadmap](#).

## When do I need to contact Mirvac Asset Management?

If you become aware of a suspected or confirmed case of COVID-19 within your staff or tenancy, you need to let your Mirvac Asset Management team know immediately. This means we can respond.

## What does a COVID-safe plan cover?

Every business in NSW needs a COVID-safe plan before employees can return to the office, which acknowledges that the employer understands its responsibilities and obligations. You can find detailed info on how to develop and [submit your COVID-safe plan here](#).

## Are couriers allowed in the building?

Yes – they just need to check in using the building QR code. We've placed these at all the entry points, including the goods lift and loading dock.

## Who's allowed inside individual tenancies?

That's completely up to each tenant. Just remember you need to have a COVID-safe plan in place, and all visitors (including couriers and delivery people) will need to check in when they enter.

## Where can I find real-time info?

From Monday 11th October 2021, Mirvac will have a dedicated webpage that will contain all the info you need. [You can find it here](#).

You can also call the Australian Department of Health Coronavirus Health Information Helpline on 1800 020 080. This line operates 24 hours, seven days a week.

Or, if you have any questions specific to your office, call your Mirvac Asset Management Team. We're always here to help!