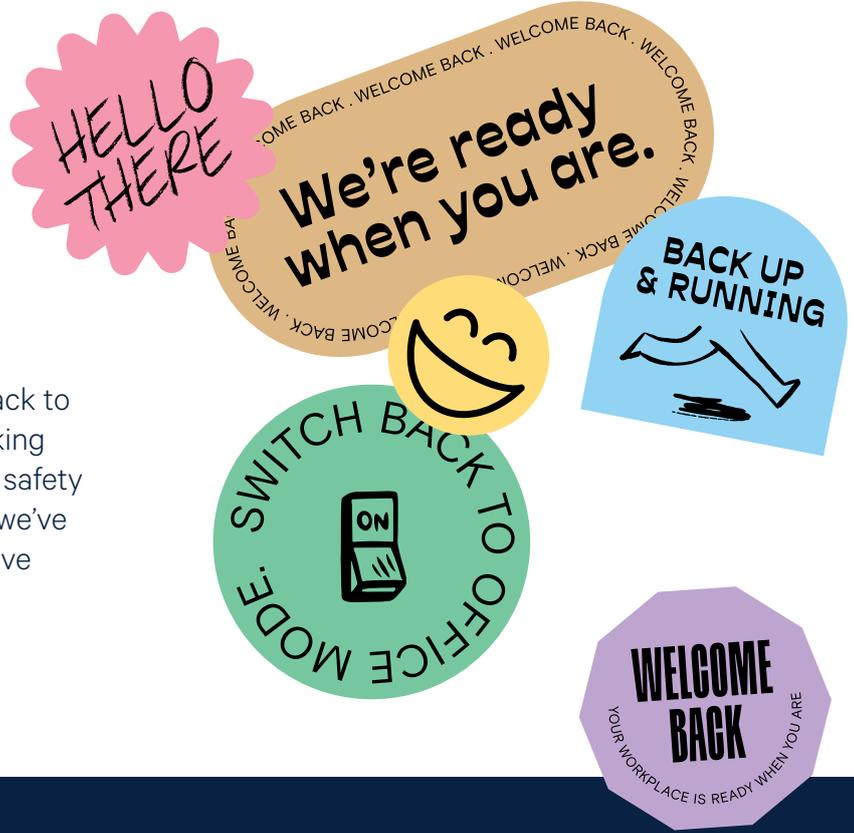


Welcome Back



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 returning to office in Victoria.

Last updated: Tuesday 26 October 2021

When will VIC offices re-open?

We’ve been following the health-related announcements made by the VIC Government closely in anticipation of the Roadmap to Reopening, and now we have achieved the vaccination target, our buildings will re-open on Monday 1 November 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?

- Don’t forget your mask! It is mandatory that everyone correctly wears a fitted face mask at all times while inside. This includes the building plus all surrounding areas like the carpark and end of trip facilities. If you forget your mask, don’t panic – we’ll have a supply of spares in the lobby with concierge or security.
- 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**.
- Remember to check in to your tenancy. The VIC Government QR code check-in system is now compulsory for all businesses, so everyone needs to follow the protocol.
- 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 latest VIC Health advice which can be **found here**.

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

According to the latest **VIC Roadmap**, employers must allow staff to work from home if they can, but staff can go to the office if fully vaccinated. For further guidance, please see the **VIC 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. You’ll just need to wear your mask while using them

Welcome Back



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 Mirvac controlled contractors are fully vaccinated.
- Going above and beyond on cleaning. We want you to feel 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 VIC Government directions and will continue to share updates on the changing COVID-19 situation in VIC by email and via our [dedicated webpage](#).

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?

If you are deemed a close contact, you will be contacted directly by the VIC Department of Health. In addition, please refer to the latest VIC Health advice, 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 Mirvac Asset Management team immediately – we'll be on hand to assist you with the process. In addition, please follow the VIC Health advice which can be found [here](#).

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 COVIDSafe plan cover?

Every business in VIC needs a [COVIDSafe 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 [COVIDSafe 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!