

# At a glance – how we are operating under CPF today

## COVID-19 Protection Framework – Red setting

Business function	Requirements
Working in the office/branches	<p><b>Alternative ways of working encouraged</b></p> <p>Branches are open to the public, provided they:</p> <ul style="list-style-type: none"> <li>– Wear a <b>face covering</b> at all times in the branch</li> <li>– Scan the QR code (or alternatively, have filled in the <b>Visitor register form</b>)</li> </ul> <p>Our people must:</p> <ul style="list-style-type: none"> <li>– Approval required from manager to attend the office</li> <li>– Scan <b>QR code</b></li> <li>– Sign in using <b>Simple In/Out</b></li> </ul> <p>All of our people must wear a face covering:</p> <ul style="list-style-type: none"> <li>– When facing/dealing with customers</li> <li>– If 1 metre distancing from other staff is not provided</li> <li>– Display <b>COVID-19 signage, Red setting</b></li> <li>– Hand sanitizer is provided; increased hygiene protocols to be followed</li> </ul>
Caravans	<ul style="list-style-type: none"> <li>– Vendor/occupants must give written consent prior</li> <li>– Masks must be worn by all attendees during caravan</li> </ul> <p>Ridesharing from different bubbles:</p> <ul style="list-style-type: none"> <li>– Discouraged for vaccinated</li> <li>– Not allowed for non-vaccinated</li> </ul>
Open Homes and Viewings	<p>Discuss the CVC and non-CVC options with your vendors and tenants</p> <ul style="list-style-type: none"> <li>– Open Homes/Sales Viewings – vendor/landlord to complete <b>Private viewings and open homes – consent form and safety plan</b></li> <li>– Rental viewings for Barfoot &amp; Thompson managed properties – <b>tenants to complete this form</b></li> </ul> <p>Display COVID-19 signage:</p> <ul style="list-style-type: none"> <li>– <b>CVC Open Home</b></li> <li>– <b>Non-CVC Open Home</b></li> <li>– Face covering is mandatory for all 12 years old and above</li> <li>– <b>Record keeping / QR code scanning</b> at entrance required</li> <li>– Hand sanitizer is provided</li> <li>– 1 metre distancing to be maintained at all times</li> <li>– Property occupants (owners/tenants) to leave the property during open home/viewing</li> <li>– Attendees not to touch any surface</li> </ul>

Business function	Requirements
Open Homes/ Viewings – CVC System used (Vaccine Passes)	<ul style="list-style-type: none"> <li>– Only fully vaccinated may attend (including Barfoot &amp; Thompson staff and salespeople)</li> <li>– All attendees – My Vaccine Pass must be checked</li> <li>– Limited to 100 people</li> <li>– Children 12 and under can attend if accompanied by a fully vaccinated adult</li> </ul> <p>For sales, all Open Home advertisements to highlight <b>vaccine passes are required for entry</b></p> <p>For property management viewings:</p> <ul style="list-style-type: none"> <li>– You can highlight in the advert <b>vaccine passes are required for entry</b> if you know in advance this is the only option based on tenant’s consent</li> <li>– Where both Vaccine and non-Vaccine Pass required viewings will be offered, <b>refer to the suggested wording in this document</b> to work in with the IRE viewing booking system</li> </ul>
Open Homes/ Viewings – CVC System NOT used	<ul style="list-style-type: none"> <li>– All attendees need to be made aware that there can be a mix of people with and without My Vaccine Pass in attendance</li> <li>– For property management viewings, <b>refer to this document for suggested wording</b> for advertisements and IRE instructions</li> <li>– Maximum limit of 25 people (total) in attendance</li> <li>– Children are discouraged from attending</li> </ul>
Auctions	<ul style="list-style-type: none"> <li>– Must display <b>COVID-19 signage</b></li> <li>– Face covering is mandatory for all 12 years and older</li> <li>– <b>Record keeping / QR code scanning</b> at entrance required</li> <li>– All attendees to meet government health requirements</li> <li>– Refrain from bringing any food or drinks into auction venues</li> <li>– All staff and attendees are to meet the government health requirements</li> <li>– Auctioneers will not be signing off any auction contracts and DocuSign will still be used</li> </ul>
Auctions (for both rooms and in-branch)	<ul style="list-style-type: none"> <li>– CVC system is compulsory (online and telephone bidding options remain available)</li> <li>– All Auction advertisements to highlight <b>vaccine passes are required for entry</b></li> <li>– Only fully vaccinated may attend (including Barfoot &amp; Thompson staff and salespeople)</li> <li>– All attendees – My Vaccine Pass must be checked</li> <li>– Face covering is mandatory for the duration</li> <li>– 1 metre spacing, and queue management to be in place</li> <li>– Salespeople, vendors and buyers must leave the auction venue directly after their auction has concluded to allow for the next lots to enter the auction venue</li> <li>– No congregating inside our auction venues will be allowed at any time</li> <li>– Salespeople are to <b>share this document</b> with their vendors/buyers prior to attending the auction</li> <li>– <b>Auctions are limited to 100 attendees including salespeople and staff</b></li> </ul>
Auctions (onsite) – CVC System used	<ul style="list-style-type: none"> <li>– Only fully vaccinated may attend (including Barfoot &amp; Thompson staff and salespeople)</li> <li>– All Auction advertisements to highlight <b>vaccine passes are required for entry</b></li> <li>– All attendees My Vaccine Pass must be checked</li> <li>– Face covering is mandatory for the duration</li> <li>– 1 metre spacing</li> <li>– <b>Auctions are limited to 100 attendees including salespeople and staff</b></li> <li>– Children under 12 can attend if accompanied by a fully vaccinated adult</li> </ul>
Auctions (on-site) – CVC System NOT used	<ul style="list-style-type: none"> <li>– All attendees need to be made aware that, there can be a mix of people with and without My Vaccine Pass in attendance</li> <li>– Face covering is mandatory for the duration</li> <li>– 1 metre spacing</li> <li>– <b>Maximum limit of 25 people (total) in attendance</b></li> <li>– Children under 12 can attend with people from their ‘bubble’</li> </ul>