

Date

Address  
Address  
Address  
Address

**(COMPANY NAME) as tenant at (PREMISES LOCATION AND DESCRIPTION)**

With the current COVID19 situation in Australia we as tenant are taking all necessary precautions around cleanliness and staff safety to avoid wherever possible the transmission of the virus in our workplaces.

Realising that we are in many cases a tenant in a multi-tenanted building we are asking that wherever possible landlords and/or their appointed agents advise us when or if they become aware of another tenant or tenants staff testing positive for COVID19 (and) at the earliest opportunity.

This will allow us in turn to take any necessary additional measures in supporting the ongoing health and safety of our staff.

We also note that many landlords/agents are taking preventative steps such as providing hand sanitisers in entry/lift areas and commend these sensible precautions.

Your ongoing co-operation will assist us all in minimising the impact on our workplaces that COVID19 could represent.

Kind Regards,

YOUR NAME  
YOUR ROLE  
COMPANY NAME