This correspondence may be sent to contractors and/or tradespeople where REINSW’s Notice of Access/Inspection/Entry (FM01010) has been previously served on the tenant(s) and the real estate principal is seeking to determine if there is a potential coronavirus risk to the individual who will be attending the rental premises.

We recommend sending it to the relevant contractor at least 48 hours prior to the entry (where possible) to enable a response to be sought prior to contractors and/or tradespeople being permitted.

Where [ ] appear, please note the instruction and insert the relevant information.

**[insert on agency letterhead]** Dear **[insert contractors and/or tradesperson(s) name],** Re: **[Insert address of rental premises]**

We are writing to confirm that you will be attending the above rental premises on **[insert date]** in order to **[state the purpose of entry – for example, to repair leaking taps] (“Entry”).**

Due to the coronavirus (COVID-19) outbreak, it is important that we take all reasonable precautions to maintain the health and safety of our tenants and occupants, staff, tradespeople and any other persons visiting the premises in connection with the tenancy.

To minimise the risk of coronavirus spread to the tenant(s) and their occupants and invitees, could you please advise if you have any of the following symptoms of coronavirus:

* fever;
* sore throat;
* cough;
* fatigue;
* difficulty breathing; or
* any other symptom.

In addition, please let us know if you:

* have developed coronavirus (COVID-19);
* have returned from overseas in the past 14 days and have developed respiratory illness with or without fever;
* have been in close contact with a confirmed coronavirus (COVID-19) case in the past 14 days and have developed respiratory illness with or without fever;
* have severe community-acquired pneumonia and there is no clear cause; or
* are a healthcare worker who works directly with patients and have a respiratory illness and a fever

If you answered ‘yes’ to any of the above circumstances, could you please notify us as a matter of urgency prior to the Entry by **[telephoning/emailing us]** on: **[insert phone number or email as applicable]**.

# Other Requirements

If the tenant or another occupant or invitee is present during your attendance at the property, we kindly ask that you:

* confirm that you have a COVID-19 Safety Plan and that you can provide us with a copy of this COVID-19 Safety Plan, if requested;
* follow your COVID-19 Safety Plan;
* wear a mask at all times while attending the rental premises and while on common property areas;
* keep a distance of 1.5 metres between yourself and that person or persons whenever and wherever possible;
* refrain from making physical contact such as shaking hands with that person/persons; and
* **using the contact details provided above, please notify us when you depart the rental premises.**

Please also provide a copy of the relevant work safety statement for our review prior to the Entry.

Your cooperation during these exceptional times is appreciated. Yours faithfully,

# [Insert name]

Note to agency: If the addressee responds ‘yes’ to any of the above circumstances, it is advisable to select an alternative person to enter the premises for the purpose of the Entry.