



AMORA HOTEL  
JAMISON SYDNEY

## Contractor/Visitor Sign In Procedure

- Must provide their name, phone number and company details on arrival/entry.
- Visitor's identification lanyard must be worn whilst on site. During the hours of 7.30am to 4.00pm the sign in book will be located in the Engineering Office located on Lower Ground (near loading dock service lifts). Outside these hours, sign in book will be located at the hotel reception desk with the Duty Manager. Please allow extra time upon arrival to complete this process.
- Must undertake a temperature and symptoms screening upon entry as guided by hotel staff members.
- Adhere to Hotel COVID-19 policy on social distancing at all times.
- Must provide and wear appropriate PPE (mask & gloves) when arriving and for site visit.
- Must follow hygiene practices as required.
- Bathrooms are available throughout the hotel. Canteen is located in B1. Please ensure your use of these is respectful of other users and the facilities are maintained in a clean order.
- Please be mindful, our service lifts are in use by our housekeeping and room service staff, social distancing guidelines apply.
- In the event of an emergency whilst on site, please follow directions from by hotel staff members.
- In the case of an accident, incident or near misses, must be reported to the hotel so it can be documented and action as appropriate.
- Offensive behaviour of any type will not be permitted on site. Persons found to be acting in an offensive manner will be removed by the Maintenance Manager/Hotel Senior Manager from site.
- An appropriate dress code is expected at all times while in the hotel. This includes the wearing of suitable closed footwear. Inappropriate language or any form of harassment of staff or guests will not be tolerated.
- Failure to comply with any of the above conditions may constitute an offence under the Public Health Order act and being removed from site.
- All items being delivered must be via the service lifts and back of house banquets area on level 2. Our loading dock service lifts are L2.2m x W1.5m x H2.6m (Conferencing & Events only).
- A lift access pass for your team will be issued to ensure that your team you can go up and down the lifts during bump in and bump out times (Conferencing & Events only).