

## Contractor Sign-In Procedure

- Delivery contractors dropping off goods (i.e not entering premises) must wear a mask and check-in using the Service NSW QR code.
- All contractors entering the premises must be fully vaccinated and carry their COVID-19 electronic vaccination record (Medicare App). In the event a contractor does not have access to the Medicare App, the contracting company must forward a statement on company letterhead, outlining why their employee/s are required to come on-site and certifying the employee/s have had both doses of the COVID-19 vaccination and noting both dates administered.
- Where possible, dedicated external contracting staff should be used to complete the works. Multiple contractors from a single company or multiple companies should be avoided.
- For all on-site contractors (entering the premises), check-in to venue is required using the Service NSW QR code provided upon entry.
- Contractors must provide and wear appropriate PPE (mask & gloves) when arriving on-site. They must adhere to the hotel's COVID-19 policy on social distancing at all times and follow hygiene practices as required.
- All contractors must report to the Duty Manager (DM) on shift before starting their work and must provide their name, phone number and company details on arrival/entry on the sign-in sheet.
- 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.
- Contractors identification lanyard must be worn whilst on-site and must be accompanied by a staff member at all times while on-site.
- In the event of an emergency whilst on-site, please follow directions 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. Inappropriate language or any form of harassment of staff or guests will not be tolerated. 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 whilst in the hotel. This includes the wearing of suitable closed footwear.
- All equipment used to carry out the repairs or maintenance works (including those used by external contractor) are to be cleaned on completion of work prior to leaving the hotel.
- Failure to comply with any of the above conditions may constitute an offence under the Public Health Order act and being removed from site.