

PROCEDURE FOR EVENTS GUESTS UNDER TRAFFIC LIGHT SYSTEM

As the heart of the community, all of us at Cordis Auckland are taking every step we can to ensure the safety and well-being of our city, our guests, and our colleagues. As we continue to remain vigilant and implement stringent measures against the spread of COVID-19, the health of all our guests, event partners and colleagues remains, as always, our top priority.

VACCINATION POLICY

Anyone entering the hotel for any purpose must provide proof upon arrival of their COVID-19 vaccination certificate. Only fully vaccinated guests or guests who have an official medical exemption will be permitted entry into the hotel. Children over 12 years must be fully vaccinated, while children under 12 years do not need to be vaccinated if accompanied by fully vaccinated adults. You will need to provide proof that the child is under 12 years old. Evidence can be shown through your [My Covid Record](#), which can be accessed through your My Health Account.

All staff working at Cordis Auckland are fully vaccinated, in line with the government's announcement of mandatory vaccination settings for the hospitality sector, under the new COVID-19 Protection Framework. For further information on COVID-19, please visit the [Ministry of Health website](#).

ENTRANCE TO THE HOTEL

- The only entrances open are the Hotel's Main entrance and The Great Room Lower Lobby entrance. Closer to the time of your event, your Event Manager will let you know which entrance to use. All other entry points will be closed.
- You can still use the Wilson carpark located on Liverpool Street and take the lift down to the hotel, however you will be required to exit on Karangahape Road and walk to Symonds Street to enter the hotel.

ONCE AT THE ENTRANCE

- Once at the entrance, you will be required to show your Vaccine Pass and Cordis staff will scan the QR code for entry*.
- We will only accept the official pass obtained through your My Covid Record, which can be accessed through your My Health Account. Failure to produce a valid pass or an official exemption will see your access to the Hotel denied. The hotel will not be held responsible and therefore services will not be refunded should a person be denied entry.
- All guests must sign in using the QR code or manual register. Manual register to be kept on file by Cordis Auckland for a period of 60 days.

* We will work with each Professional Conference Organizer to ensure a safe and effective process. Note that the current hotel procedure is that anyone entering the hotel must have their pass scanned individually.

We appreciate that the process may cause slight delays on some busy days and therefore on some occasions, we may ask for your assistance in helping us scanning passes to improve efficiency.

WHILST ONSITE

- At traffic light red, all gatherings are seated. Food and drinks are individually served. There is a maximum of 100 guests for any event.
- At traffic light red, all guests, organisers, suppliers and staff must wear a face mask at all times, except when consuming food or beverage. The hotel will not be providing masks for everyone, please ensure all guests have their own.
- At traffic light orange, wearing a face mask is strongly encouraged for all guests, organisers and suppliers. Banquet staff must wear a face mask at all times.
- Please respect the rules of each traffic light.

Please contact us if you have questions or require additional information about our preventative measures and protocols. You can also refer to our website www.cordishotels.com for procedure regarding accommodation rooms, Chuan Spa and the food and beverage outlets.

We are in this together and we wish for everyone to stay safe and healthy.

Keep well and stay strong.

Kind regards,

Cordis Events Team

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