

SERVICE PROVIDER INDUCTION & ACCESS CONTROL PROCEDURE

PURPOSE

Legislation and CTICC's internal rules and guidelines require that all persons, that are contractors, suppliers and/or service providers, delivering a service at the CTICC, whether it is for the venue or any of its clients, are required to undergo a brief Health & Safety induction as well as Covid-19 registration and screening protocols prior to gaining access to the venue and its facilities.

Induction and Registration Procedure

All staff working on site will be required to be inducted and screened and registered for Covid-19. On completion of induction, screening and registration, the contractor/supplier/service provider will be issued with an armband. This armband will allow CTICC Security Personnel to identify and control access to only those persons who have been inducted, screened, and registered to be in specific venues for specific events. This armband must be worn at all times while on site and no access to the venue will be permitted without this.

Induction

The validity period of the induction will be for twelve (12) months. Once expired, the staff member will need to be re-inducted. It is advisable to forewarn the security personnel up to seven (7) days ahead of an event build-up of the staff compliment so that the filed details of the individual staff member can be readily accessed ahead of their arrival. This will significantly speed up the process of gaining access to the site. Please note that a positive identification will be required.

Induction Process Flow

CTICC has implemented the following induction processes: -

- Registration via Email
 - Send an email to sheq@cticc.co.za, requesting the CTICC Access Request Form and the Induction Manual
 - Familiarise yourself with the Induction Manual
 - Print and complete the Access Request Form
 - Scan and email the Access Request Form to sheq@cticc.co.za

OR

- Registration via Physical Induction
 - Visit P1 Parking Induction Room
 - Attend the CTICC induction session. Duration of this sessions is estimated at 30 minutes
 - Complete and sign the Induction Acknowledgement Form
 - Sign and receive a contractor's armband

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Cape Town International Convention Centre Company SOC Ltd (RF) (Convenco), Registration no. 1999/007837/30



we are a green conscious convention centre



Covid-19 Screening and Registration Process Flow

On completion of the induction process, the contractor/supplier/service provider will be required to do the Covid screening and registration. The result of the Covid screening and registration will determine if the individual is granted access on site or not.

GREEN : Yes - allowed access

AMBER : NO - Consultation with the event Medic on site or Covid Compliance Officer

To streamline this process, CTICC has implemented the following screening and registration processes:

1. Registration and Screening via Mobile Phone: -

- Visit <https://covidscreen.co.za/cticcs>
- Complete all of the on-screen questions
- A GREEN / AMBER screen will display
- Show the confirmation screen to the person at the entrance to the CTICC
- Individuals are allowed to complete this screen 6 hours prior and save the green or amber screen to their browser for further screening once on site

2. Registration and Screening on arrival: -

- Use one of the CTICC Covid-19 Registration tablets at the entry points
- Visit <https://covidscreen.co.za/cticcs>
- Complete all of the on-screen questions
- A GREEN / AMBER screen will display
- Show the confirmation screen to the person at the entrance to the CTICC

AMBER screen, please consult the security personnel on duty. A medic or a Covid Compliance Officer will be dispatched for further consultation.

GREEN Screen, security will take a temperature reading, and then issue the access armband. The armband will confirm that induction, screening, and registration is done.

NB!! The armband must be worn throughout your stay at the Centre.

CTICC Deliveries and Small Events

- Screening and Registration for all CTICC Deliveries and small events build-up and breakdown takes place in CTICC 2 Marshalling Yard at the entrance of Hall 7
- The above induction, Covid screening and registration is followed

Large Events Build-up and Breakdown

- CTICC Induction will take place as per normal either via email or on site
- The event organiser must provide CTICC with a Covid screening and registration plan/area (this is due to the nature and size of large event build-ups and breakdowns)
- CTICC can assist with the quotes for screening and registration requirements (please speak to the event Sales/Event Executive)
- All contractors, suppliers and service providers will be required to provide confirmation of Covid screening and registration
- Armbands will only be issued on receipt of the GREEN Screen / confirmation of Covid screening and registration