

# Council Offices

## Current COVID Level:

Orange



### Working at Council Offices

Workplaces are open at Orange. Most businesses and workplaces can choose whether they check My Vaccine Pass for customers and visitors. If they do not, they may have to follow some restrictions.

At this time, My Vaccine Pass will not be required for employees and contractors.

### Visiting Council Offices

#### My Vaccine Pass

Visitors to Council offices are required to follow My Vaccine Pass requirements. Vaccine Passes will be scanned by reception staff using the NZ Pass Verifier app.

#### Sign In

Visitors are required to scan the QR code or manually sign in to council offices to help contact tracing should COVID cases spread to our communities.

We will encourage customers who are not able to visit our offices to contact us by 'phone and work with them to ensure wherever possible that they are able to access essential Council services in a safe manner.

### Face Coverings at Orange

Face coverings help reduce the spread of COVID-19. At Orange you must wear a face covering in retail outlets and on public transport. Council require masks to be worn inside offices spaces other than when seated at a desk or when seated in a meeting.



**Wear a mask**



**Sanitise often**



**Stay home if sick**



**Mackenzie**  
DISTRICT COUNCIL

**Unite  
against  
COVID-19**

# Council Offices

## F.A.Q.



### **I'm organising a meeting on council premises, what should I do?**

Ensure that invitees are aware that visitors are required to have a vaccine certificate. Consider setting up a zoom or teams meeting so those who are unable to visit council offices are able to participate.

Customer services teams in Twizel & Fairlie have a scanner and will verify vaccine passes when visitors arrive.

### **Do these rules apply to council & community board meetings?**

If the meeting is held in council offices or councils operated facilities (community centres or halls) then vaccine certificated will be required for all attendees

If the meeting is held elsewhere, all attendees must follow the rules that are in force for that particular venue.

### **I'm need to attend a meeting elsewhere, what is the process?**

If you haven't been informed, check if the meeting venue is following My Vaccine Pass protocols. If so, you will need to take your Vaccine Certificate (on your mobile device or paperwork). If not using the My Vaccine Pass, the venue will be required to limit attendees to under 50 and ensure 1m separation at all times.

### **I need to meet with a customer who is not vaccinated, can I meet the customer in another location?**

Yes. However, remember that Vaccine Passports are also required for council owned halls and venues, and the majority of hospitality venues (cafes and restaurants) have indicated that they will require Vaccine Passports. You will need to follow the rules that apply at whatever venue you choose to old the meeting.

Consider organising the meeting via teams or zoom, and if in doubt, talk it through with your line manager before deciding the best course of action.

