

convenor Information

Coast Hotels is committed to providing a safe and comfortable environment for all meeting/event attendees. (updated October 1, 2021)

Please Rest Assured:

- All hotel ambassadors are adequately trained and updated on any changes to protocols and guidelines, as directed by the government and health authorities.
- Hotel ambassadors will be cleaning and sanitizing washrooms, public spaces and high touch points on a regular basis.
- In the Meeting Room, all high touch points (e.g. room doors, tables, chairs, and light switches) are sanitized on a regular basis. Including using our Electrostatic sprayer on all function chairs daily.
- Hand Sanitizer is available at the entrance to the meeting/event room and throughout public spaces.
- Hotel ambassadors will be wearing masks.
- Buffets and non-package food items, if requested in advance, can be served by hotel ambassadors behind a plexiglass screen. Please let us know in advance to ensure an ambassador is scheduled to assist. Plated meals will be individually plated and served by hotel ambassadors.
- Coast Canmore Hotel and Conference Centre along with Table Food + Drink are participating in the Province of Alberta "Restrictions Exceptions Program" (REP)

To assist the hotel in maintaining a safe meeting environment, the hotel asks that the organizer advises their attendees of the following:

- At the beginning of each day of your meetings/events - a Hotel ambassador will be stationed at the meeting room door and will request sight of vaccination status and ID from each of your attendees. If a attendee is unable to provide vaccination status, then a privately paid negative PCR Covid 19 test taken within 72 hours will be required.
Please refer to <https://www.alberta.ca/assets/documents/covid19-restrictions-exemption-program-requirements.pdf> for further details on the provincial REP program.
- If your group is attending meetings/events at the hotel for more than one day, once the Hotel ambassador has viewed the attendees initial "proof of vaccination" attendees will receive a wrist band to wear. For convenience and ease on preceding days of meetings/events, attendees will be able to show their wrist band to the Hotel ambassador stationed at the door, avoiding the need to show documentation daily. Should attendees choose not to wear the wrist band, our team will request to view vaccination information and ID daily.
- NOTE; if you have different attendees attending different sessions throughout the day, Coast Canmore Hotel and Conference Centre are required to know this in advance so we may post an ambassador at the door at the beginning of each session to verify requirements for "REP"
- Follow all hotel protocols and signage within the meeting/event room/s, food and beverage stations, buffet lines and public spaces.
- Attendees must wear masks at all times, unless eating or drinking. This is as per the [CMOH Order 42-2021](#)
- Use the provided hand sanitizer every time you enter the room, food and beverage stations and buffet lines.
- Remain in the same seat and at the same table for the duration of the event/entire day.
- Keep all personal belongings with you at your table/chair.

Please advise your guests that at the end of each meeting day, our Hotel ambassadors will be changing the table linen at each table, as they refresh the room. However, if there are personal items/ papers on the tables then we will not be able to perform this task

