

MEETING ROOM PROTOCOL

- All ECE Meeting booking requests must be sent to Chris Balarajah.
- The organizer should keep a record for each person that will attend the meeting (Kristen/Bianca only books the space and will keep on file the UofT organizer's name).
- The information that the organizer should collect is: **Name, phone, email** for each person/date/time/building/room for the meeting; the records should be kept for 30 days and provided to EHS quickly upon request.
- On the day of the meeting, each person with a UofT UTOR ID (active HR account) should complete UCheck electronically and obtain green status prior to arriving on the campus.
- Please note that if a person works for UofT, it is a requirement to upload proof of vaccination to Ucheck prior to Oct. 30. If the person is not fully vaccinated yet, the person will upload the data on the first dose and would have to enroll in the rapid screening program. In this case, in order to obtain the green status on the day of the campus visit the daily rapid testing result should be uploaded to Ucheck. A reason for accommodation should have been submitted to the Wellbeing Office and enrolled in the rapid testing as well.
- Ucheck screening and proof of vaccination are required. If a person is not from UofT or has no active HR record with UofT, the person will be considered a "visitor". Please note that any visitor should be 12 years old or older (vaccinated). On the day of the meeting, all visitors should bring the [Ucheck Visitor](#) form (on paper), which can be sent to the visitors in advance but completed by the visitor on the day of the meeting.
- The organizer will validate the "green" status of the visitor by looking at the bottom of the paper form confirming that the person dated and signed the form.
- Please note: on the visitor form, there is a check mark for 'visitor's' vaccination. We do not ask visitors to bring a copy of the vaccination proof nor to provide/upload it to us. It is a personal private medical record. What we are asking is to confirm that they have the proof of vaccination and by clicking on that box on the form they agree to provide it to us if we ask. There is no requirement for the organizer to validate the proof of vaccination or to collect and store it.