**ECE meeting room request form – form version dated November 22nd 2021.**

The ECE department has been approved to re-open our meeting rooms during COVID with the following comments and limitations (please review the UofT General Workplace Guideline for more COVIID safety information):

* All current COVID recommendations must be followed, including…
  + Meetings should continue to be on-line, unless it is not possible or practical
  + Use Ucheck before coming to campus and do not come to campus if you have a red status
  + Wear masks
  + Wash your hands or use hand sanitizer
  + Maintaining a minimum of 2 M distancing
* In addition, ECE meeting room users must…
  + Users must not eat or drink in the meeting room
  + Users must sanitize commonly touched surfaces between meetings using the provided disinfectant wipes
  + There must be a supervisor in attendance that can enforce these COVID rules
  + The supervisor must record attendance for COVID contact tracing
  + Users must follow room capacity limits

**All meeting room booking requests are to be sent to** [**Chris Balarajah**](mailto:chris.balarajah@utoronto.ca) **for approval.**

Meeting room number: Supervisor’s Name:

Meeting date: Supervisor’s email address:

Meeting time period: Supervisor’s phone number:

Maximum capacity:  
  
Able to book immediately:

**BA7180**  Maximum Capacity, 12 people, which includes using the lounge area; 8 people around  
 table.   
  
After December 16th:

**SF2104**  Maximum Capacity, 12 people.

January 2022:  
**SFB560**  Maximum Capacity, 10 people around table, 20 people if the chairs on the exterior of  
 the room are used.

List of all attendees – to be used for contact tracing, if required:

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| --- | --- | --- |
| Name: First and Last | Email address | Phone number |
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