

# ECE meeting room request form – form version dated November 22<sup>nd</sup> 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 COVID safety information):

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

**All meeting room booking requests are to be sent to [Chris Balarajah](#) 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 16<sup>th</sup>:

**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:

[illegible]