

OISE COVID-19 Standard Operating Procedure (SOP)

Room Bookings / Meetings

Department	OISE F&S		
Location (Building/floor/rooms)	OISE/123		
Written By	Andrew Maksymiw	Date	July 27
Revisions/Updates			

1.0 Scope

Describe the department and staff applicable for this procedure.

- OISE Facilities and Services (OFS)
- Unit Manager/Business Officer
- Staff who request on site meetings
- University caretaking unit

2.0 Workflow/Task Assessment

Describe which critical tasks are required to be performed, and which are non-critical tasks that can be delayed, and describe how tasks have been modified to reduce direct contact.

- All meetings continue to be held virtually (ie. Teams, Zoom, Skype, etc.)
- In person meetings are strongly discouraged, unless there is an accommodation or other extraordinary circumstances;
- All departmental meeting rooms will remain locked;
- Booking a room will be a 3-step process:
 - Step 1: Requestor send request via e-mail to the unit Manager/Business Officer for approval
 - Step 2: Once Manager/Business Officer book the approved request via RSSLite and send the request to OFS for coordination and approval
 - Step 3: OFS will review the booking requests and advise if the requests can be approved with known building capacity and scheduling.
- If approved, OISE Security will unlock and lock the meeting room door before and after the booking;
- Room furniture will be removed or repositioned to maintain physical distancing and must not be moved;
- OFS strongly discourages sharing of items such as pens, laptops, cell phones, etc.
- The maximum occupancy must not be exceeded;
- Users must maintain physical distancing while using the room;

- Users are expected to wipe down any touch points after using the room with the sanitizing wipes provided;
- Details of room bookings and usage will be shared by OFS to Caretaking to ensure proper cleaning before and after the space is used.

3.0 Physical Environment/Social Distancing

3.1 Physical Environment/Social Distancing - Department Specific

Describe any Department specific procedures here, including modifications to specific tasks/workflow.

- All departmental meetings continue to be held virtually, unless there is an accommodation or other extraordinary circumstance
- All departmental meeting rooms must remain locked
- Meeting room furniture is removed or repositioned to promote physical distancing
- Masks are strongly encouraged if physical distancing can not be maintained.

3.2 Physical Environment/Social Distancing – Common areas

Describe the expectations/modifications you have made to your departmental common areas here.

- Departmental common space furniture has either been removed or marked off to promote physical distancing and discourage impromptu meetings

3.3 Physical Environment/Social Distancing - Mixed-use areas (Elevators, Stairwells, lobbies, etc.)

Describe any specific procedures for mixed-use areas here. Many mixed use areas are cleaned, disinfected by caretaking at respective campus. You may need to connect with other stakeholders to coordinate and ensure consistency.

- Impromptu meeting are not permitted in OISE common areas
- Furniture is removed or marked with COVID-19 Restricted Seat for Physical Distancing posters to discourage gathering of groups

4.0 Vehicles

Describe the procedures for use of vehicles (if applicable) to your area here.

N/A

5.0 Hand Hygiene/Cleaning & Disinfection

Describe the procedures for hand-hygiene, cleaning & disinfection expected of your staff in your area here.

- Users are expected to follow best practices for personal protection including hand hygiene and face coverings / masks when using OISE meeting spaces.
 - Sanitizing wipes will be provided for users to wipe down any touch points during their meeting
 - Caretaking will clean and sanitize the room after each use. The room will remain locked until it is scheduled to be used again.

6.0 Communication

Describe the methods of communication your Department will be using here.

- COVID-19 Prevention and Precautions and COVID-19 Maximum Occupancy posters will be displayed at the entrances
 - Revised room capacity and descriptions will be posted to RSSLite.
 - COVID-19 Restricted Seat for Physical Distancing posters will be displayed on furniture

- This SOP will be posted on the website and communicated to all units