

COVID-19 ON-Campus Meeting Space & Room Booking Process / Guidelines

Submitted by: Janet GATES-ROBART, Manager – Conference Services

Submitted to: Dennis GILLIS, Senior Director – Facilities Management
Matt ROBINSON, Director – Housing & Conference Services

Date: September 10, 2020

ALL on-campus meeting space / room bookings must be in compliance with ALL government COVID-19 regulations and protocols (<https://novascotia.ca/coronavirus/>)

ALL on-campus meeting space / room bookings must be in compliance with ALL Saint Mary's University COVID-19 regulations and protocols (<https://smu.ca/virtualuniversity/>).

On-campus meeting space / room bookings will be considered ONLY if prior approval has been expressly given by the appropriate vice-president or through the approved process regarding non-academic student return to campus.

ONLY meetings / events that cannot be set up / accomplished virtually will be given consideration for on-campus space bookings.

- ALL on-campus meeting space / room booking requests must be submitted in writing via email to conference.services@smu.ca.
- ALL on-campus meeting space / room booking requests must be made at least 2 business days IN ADVANCE of the proposed date and time in order to allow for appropriate logistical set-up, including custodial and security arrangements. (I.E. If meeting space is required on a Monday, Conference Services must receive your booking request no later than 4:30 PM on the prior Wednesday.)
- Full names of all event / meeting attendees MUST be provided to Conference Services in advance when making the booking. The meeting organizer / individual submitting the booking request must also maintain a list of all attendees.
- The meeting organizer must complete and return the Emergency Preparedness and COVID 19 Event Handout to conference.services@smu.ca before the event.
- Information required when booking requests are submitted includes:
 - Date
 - Start Time
 - End time
 - Name of Event
 - Purpose of Event
 - Number of Attendees (based on list / max numbers listed below)
 - Attendee Full Names
 - Reason meeting is essential to be on campus and not virtual
 - Individual providing approval for booking request / meeting request

- ALL meeting spaces / rooms will be pre-set, configuration-wise. No changes to set-ups are permitted. COVID-19 room pre-sets will be designed so attendees can be seated 6 feet apart. Attendees will wear masks entering and exiting the meeting space but may remove masks when seated.
- Spaces available to be booked are very limited at this time. Therefore, booking locations will be determined / assigned by Conference Services based on attendee numbers and other factors.
- Available times for booking will be staggered throughout the day (one hour between bookings) to ensure there is time to clean high touch areas in the meeting space. Bookings will be limited to weekdays between 8am and 6 pm.
- Limited food service / catering may be available for certain locations.
- Staggered entrance and exit by attendees may be required.
- Conferences Services will process booking requests that are approved / in accordance with these guidelines and send confirmation via existing EMS database / email to the individual submitting the booking request and the approving party (vice-president or the Chair of the Non-Academic Student Return to Campus Working Group).