GROUP MEETING ROOMS

1. **Purpose:** To provide instruction to use the group meeting rooms during COVID-19 social distancing, occupancy limits, and health triage requirements.

2. **Scope:** Applies to everybody working at Lash Miller.

3. **Prerequisites:** Understanding of Social Distancing principles and COVID-19 transmission (refer to Public Health Ontario for further information).

4. **Responsibilities:** Principal investigators are responsible to enforce this SOP and lab-personnel are responsible to comply.

5. **Personal Protective Equipment (PPE)**

   Face Mask: *must wear while sharing the space with others*

6. **Procedure: describe step by step (as applicable for SOP)**

   1) Face mask must be worn in all indoor spaces, unless exempted (*Mask Poster*).
   2) In common areas (rooms); organize the space to ensure distancing and facilitate compliance. Limit the number of people and/or seated locations in an enclosed area such that two metre (six foot) distances can always be adhered to (*Restricted Seat Poster*).
   3) Remove seats and post capacity signs at the entrance and around the room to inform staff (*Maximum Occupancy Poster*).
   4) Disinfect shared tools/equipment such as whiteboard markers after each use. Disinfect shared/high-touch surfaces such as tables.
   5) Sanitize your hands BEFORE you do any other activity and AFTER you finish. Ensure hand sanitizer and surface disinfectant are available on location (*Sanitizing Poster*).
   6) Place all available posters as applicable (see links above).
   7) *UCHeck Poster*
   8) Place a no food or drink poster on the door (sample poster can be found on the following page).
NO FOOD OR BEVERAGES ALLOWED BEYOND THIS POINT