

Increased Room Capacity Requests

Office or Conference Rooms

- **Mark up floor plans (Requestor/Faculty Contact)**
 - Please mark up the plans to indicate furniture layout, 2 metre physical distancing and a walkway between fixed workstations.
- **Submit request for re-assessment (Requestor/Faculty Contact)**
 - Please submit the request and annotated floor plan to your respective faculty representative who will then send it to Darcy McNinch, Functional Space Planning Analyst at darcy.mcninch@queensu.ca
 - List of faculty representatives
 - Health Sciences – Denis Bourguignon
 - Arts and Science – Meghan Hatch
 - Law – Deanna Morash
 - Engineering – Simon Smith
 - Smith School of Business – Jerimie Bedard
 - Education – Chris Ingram
 - Upon receipt, the request will be forwarded to the Building Capacity and Protocols and the Health and Safety sub-groups for review.
- **Approve and Implement (Sub-Groups)**
 - The Building Capacity and Protocols and the Health and Safety sub-groups will review the request, complete necessary follow-up and provide recommendations to be implemented.
 - The updated mapping and feedback from the sub-groups will be provided to the requestor or faculty representative.

Research Labs and Clinical Research Spaces

- **Submit the proposed plan (Principal Investigator)**
 - The faculty member or Principal Investigator should submit a proposed plan outlining the rooms with greater occupancy than permitted and the safety measures in place for the request, to the Associate Dean Research of their respective faculty for approval.
 - The approved request should then be forwarded to Darcy McNinch, Functional Space Planning Analyst at darcy.mcninch@queensu.ca, who will forward to the appropriate sub-groups (Building Capacity and Protocols; Health and Safety) for consideration.
- **Approve and Implement (Sub-Groups)**
 - The Health and Safety Sub-Group and the Building Capacity and Protocols Sub-Group will review the request, complete necessary follow-up and provide recommendations to be implemented.
 - The updated mapping and feedback from the sub-groups will be provided to the Principal Investigator or faculty representative.