

## 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 Ishana Gopaul in the Office of the VP (Finance and Administration) at [Ishana.gopaul@queensu.ca](mailto:Ishana.gopaul@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 Ishana Gopaul in the Office of the VP (Finance and Administration) at [Ishana.gopaul@queensu.ca](mailto:Ishana.gopaul@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.