McMaster Faculty of Health Sciences Reopening Process: Room Bookings

This document outlines the principles for continuing to reopen rooms and spaces approved by McMaster’s Faculty of Health Sciences (FHS).

Principles:

- Support further reopening to enable activities within our spaces consistent with pandemic reopening principles established by the Province of Ontario for post-secondary institutions and by McMaster University
  - McMaster: [https://housing.mcmaster.ca/conference-event-services/eventsreturn2021/](https://housing.mcmaster.ca/conference-event-services/eventsreturn2021/)

- Reduce approvals for routine university activities; maintain the approval process for special and complex events and activities (see Events/Bookings Requiring Extended Approval below)

- Continue to limit “traffic” into the McMaster University Medical Centre beyond the Ewart Angus Centre
Process for Booking Rooms & Events through FHS:
(includes FHS room bookings and the David Braley Health Sciences Centre)

Events/Bookings Requiring Extended Approval

The extended approval process will be arranged through the room booking process and does not need to be sought separately. However, you will need to factor in additional time in the room booking process to allow time for an extended approval. If in doubt, or if you wish to proceed with an approval prior to making the booking, please contact Laura Harrington (harrinl@mcmaster.ca) for clarification.

- Approvals will be required if ANY of the following conditions apply:
  - Events that include visitors (with respect to McMaster’s COVID-19 Vaccination Policy)
  - Events involving the simultaneous booking of multiple rooms (e.g., break-out rooms)
  - Events in indoor, open spaces (not within actual rooms – e.g., hallways, foyers, atria, etc.)
  - Events that are not regular academic bookings (as listed below). These events include retreats, ceremonies, “events”, celebrations, conventions, large academic meetings (aka conventions)
  - Student-organized events that include greater than 25 people indoors or 100 people outdoors (for student events of 25 or less attendees, please follow the normal EOHSS approval process (also listed below): https://housing.mcmaster.ca/conference-event-services/eventsreturn2021/)
  - Events that involve service/consumption of food and/or beverages
  - Events that will occur in the CSBL or the Anatomy Lab (approval will typically occur within the CSBL or Anatomy Programs)
  - Events in the McMaster University Medical Centre (except rooms in the Ewart Angus Centre and the Health Sciences Library using the normal booking process for the reasons listed below)

Events/Bookings Typically NOT Requiring Extended Approval as of November 10, 2021

An event/booking with ANY of the conditions listed above will require extended approval even if it is also listed below.

Events/bookings that do not have any of the conditions requiring extended approval listed above AND fall under the following event types, do NOT require a separate approval process. Event organizers should book the room/space required as per the normal process. If there is any doubt about the need for further approval, the room booking office may seek further clarification.

- Bookings associated with formal university courses (e.g., study groups; evaluations; meetings; extra sessions; practice sessions; etc.)
- Bookings associated with regular academic activities of programs, courses, schools, research institutes, or departments (e.g., academic “rounds”; academic half-days; journal clubs; group meetings; lab meetings; etc.)
- Bookings by student groups (Students should use the EOHSS process when booking events: https://housing.mcmaster.ca/conference-event-services/eventsreturn2021/)