

SRPSD PD and Gatherings COVID Guidelines

Room Capacity Limits

Room	Max. # of Participants
Seminar East	14
Seminar West	10
Seminars Combined (open wall)	22
Boardroom	10
Meeting Room North*	5
Meeting Room West*	6
Teacher Resource Centre (TRC at PACI)	15

* Meeting rooms typically used for small group breakouts. Chairs arranged in circle along perimeter walls.

- The number of facilitators can vary depending on their positioning in the available space throughout the room.
- Physical distancing of 2m needs to be respected.
- Furnishings may not be removed from the room to increase available space.

Safety Guidelines

- The TRC may only be used for PD and gatherings on non-instructional days.
- Designated entrances
 - Ed. Centre: Main entrance along 11th Street East
 - TRC: Direct Entrance to lower level is to the right of PACI's main entrance.
- Participants who are guests to the facility need to follow screening procedures and hand sanitize upon entry into the building.
 - Guests are to proceed directly to the designated PD/Meeting room for sign-in.
 - Individuals whose worksite is the designated PD/Meeting facility need to hand sanitize upon entry into the room.
- Masks:
 - As per Public Health order, masks must worn at all times inside all SRPSD facilities.
 - Masks can be removed when an individual is alone in an isolated room such as an office.
- All participants must complete the PD/Meeting Registry Sheet prior to entering the room.
 - For multiple-day events, a Registry Sheet will have to be completed for each day.
 - Facilitators at the Ed. Centre will give the receptionist a copy of the registry sheet at the end of each day.
 - Facilitators at the TRC will give the secretary at PACI a copy of the registry sheet at the end of each day.
- Washrooms:
 - Ed. Centre: Only the washrooms on the upper level are to be used.
 - TRC: Only the washrooms on the lower level of PACI are to be used.
- Food and Beverages
 - Coffee/tea services will not be available onsite. Individuals may bring their own coffee/tea.
 - Water coolers will be accessible to all.
 - Individuals are asked to use hand sanitizer provided next to the coolers before and after each use.
 - Individuals are to bring their own refillable water bottle.
 - Individual, pre-packaged, snacks can be made available during workshops.
 - Meal arrangements will be determined by the facilitators.
 - If meals are to be provided onsite, they will be prepared and delivered in individual containers.
 - Food and beverages shall be organized in a manner to minimize congregation of workshop/meeting participants.
 - There shall be no sharing of snacks.
- All materials distributed to participants must be taken with them at the end of the day.