

Dear colleagues,

As we continue to adapt to the reality of the COVID-19 pandemic, it is critical that we maintain physical distancing in our workplace practices. While the desire to gather with our colleagues is understandable, **in-person meetings (including one-on-one meetings with masks) should be avoided, unless absolutely necessary**, based on public health recommendations.

Unless you are part of a unit or project which has been approved centrally through the GWG/GAT process for in-person meetings on campus, such as specific teaching-related activities, residence or the HCC, please do not book meeting spaces or arrange in-office meetings. Please continue to use online forums, such as Microsoft Teams, for meetings.

At this time, in-person meetings must be approved through the GWG/GAT process before room bookings will be approved. Note that the process for scheduled classes is handled through the Vice-Dean Teaching and Learning office, as has been announced, and those rooms will be available as of the start of classes for the students registered in those classes and associated teaching staff.

Thank you for your continued efforts to keep our UTM community safe and healthy.

Best,

Amrita Danieri
Vice-Principal, Academic & Dean

Saher Fazilat
Chief Administrative Officer