

Guidelines for the Discussion Rooms

Discussion Rooms 1 through Room 4 will be available for group discussion. Please be aware of the following regulations when using the Rooms. Until further notice, the University has entrusted the management and operation of the Student Lounge to the GraSPP Student Council. Please follow the rules below when using the lounge.

Regulations

- To ensure social-distancing, Discussion Rooms 1 and 4 with desks will be limited to **2 people**, while Discussion Room 2 and 3 without desks will be limited to **4 people**.
- We will be employing our **GraSPP Skedda** booking system for Room reservation and regulate these limits.
- **Please dispose of your trash and don't forget to clean up**

How to use the Discussion Rooms

Reserving the Rooms

- The Discussion Rooms will operate on a **reservation base**. Please reserve a Room prior to using it. Reservations can be made using the **GraSPP Skedda** booking system using the following link: <https://graspp.skedda.com/booking> (or QR Code DB).

Using the Rooms

- **Sanitize** your hands (using the provided hand sanitizer in the corridor)
- **Insert** your student ID into the cardholder outside of the Room. This is to identify that you are a GraSPP student.
- When you are done, **turn off** air conditioning and lights, and **clean up** after yourselves.

Code of Conduct

- **Cleanliness:** Please use the hand sanitizer at the entrance and use antiseptic wipes placed across the Rooms. There is no eating or drinking in the Rooms.
- **Masks:** Please continue to wear your mask inside the Rooms.
- **Social distancing:** Please maintain a distance of 1.5 meters at all times.
- **Ventilate:** Please open windows when possible and ventilate the Rooms frequently.
- **Shared Responsibility:** The Rooms are shared by the entire GraSPP Community. Please play your part in keeping it clean. Dispose of your trash and help hold each other accountable.
- **Non-GraSPP Students:** The Rooms are exclusively for GraSPP students. If you notice non-GraSPP students using the Rooms, please kindly ask them to leave.
- **Materials:** If the whiteboard markers run out of ink, please ask the GraSPP Office for replacements.

Final Note

- Feel free to email the Student Council at graspp.sc@gmail.com for any feedback
- **Breaking Regulations:** If any regulations are found violated, the Student Council reserves the right to take appropriate action. This includes the temporary or long-term closure of the Rooms.



[QR Code DB for GraSPP Skedda] (Reservations of the Discussion Rooms)