

## Health & Safety Considerations for the Management of a Prayer Room

1. Ensuring a clean and well-maintained space.
  - a. Post a procedure for reporting a problem about the room / facility, include a contact email and/or telephone number of person responsible. Include the relevant Facilities number (St. George campus call 416.978-3000, Mississauga campus submit work order in ServiceNow: <https://uoft.service-now.com/utm> , Scarborough campus contact: <https://www.utsc.utoronto.ca/facmgmt/> ).  
**Concerns**, may include:
    - i. Cleanliness
    - ii. Damage
    - iii. Temperature
    - iv. Lighting
    - v. Misuse of the room
    - vi. Complaints about other users**Urgent concerns**
  - b. In case of fire or emergency evacuation, follow procedures in the room. Room should be posted with building address, and room number. Consult your Fire Prevention Officer <https://www.fs.utoronto.ca/contact/fire-prevention-officer/>
  - c. In the event of incident or concern that requires attention, contact Campus Safety by calling 416.978-2222 (St. George Campus). Link to Campus Safety contacts for each campus: <https://www.utoronto.ca/campus-status>
  - d. For emergencies that require an immediate response, call 9-1-1 and then notify Campus Safety. Post this procedure poster: [https://ehs.utoronto.ca/wp-content/uploads/2023/08/InCaseOfInjuryIncident\\_LetterDecal\\_Final\\_Aug2023.pdf](https://ehs.utoronto.ca/wp-content/uploads/2023/08/InCaseOfInjuryIncident_LetterDecal_Final_Aug2023.pdf)
  - e. And ensure a UofT contact completes an Accident/Incident e-form. [www.ehs.utoronto.ca/report-an-incident](http://www.ehs.utoronto.ca/report-an-incident)
2. Providing proper flooring for barefoot use, (contact Caretaking to schedule cleaning <https://www.fs.utoronto.ca/contact/caretaking/> )
3. Prohibiting open flames or incense. This does not apply to Indigenous Ceremonial Practices <https://people.utoronto.ca/culture/indigenous-community/indigenous-ceremonial-practices/>
4. Clear emergency exit procedures,
5. Appropriate storage for personal items such as shoes.
6. Security, hours of operation and access after-hours, weekends, holidays.
7. Posting Expectations, consider including:
  - Leave the room tidy for the next user.
  - Keep noise to a minimum. No general conversations.
  - No eating or drinking in the rooms.
  - No candles, incense, or open flames of any kind. This does not apply to Indigenous Ceremonial Practices <https://people.utoronto.ca/culture/indigenous-community/indigenous-ceremonial-practices/>