

For immediate assistance in the classroom:

Use the **live intercom** on a Teaching Station, Teaching Dock, TSJr or call the A/V emergency hotline: **416 - 978 – 0423**

## Technology

- HDMI input (All Teaching Stations)
- Ethernet cable (DHCP enabled, All Teaching Stations; login required. Authentication required for TSjr and Teaching Docks)
- Room PC (Full Teaching Stations only)
- Podium Microphones (Full Teaching Stations only)
- Wireless Microphones have been removed but we offer a solution to bring your own: <https://uoft.me/LSM-TeachingStation-BringYourOwnMic>

## Sanitization

- Wipes are available directly outside of classrooms
- Users should wipe high touch surfaces at the teaching stations themselves between classes.
- Twice daily cleaning of high touch surfaces in the classroom will be performed by caretaking. Podium, touch screen, gooseneck mic, Littlite, intercom buttons, keyboard and/or mouse, monitor arm, document camera (if installed), any cables and control switches will be sanitized.
- Kindly follow this guidance when using wipes on technology and Crestron touch screens:
  - A **bleach-based or chlorine** solution of any kind **must not** be used on Crestron products.
  - Use any commercially available **non-ammonia** glass or disinfectant cleaner.
  - No higher than 70% isopropyl alcohol
  - Do not apply cleaner directly to any interface (most Crestron systems are not waterproof). And do not wipe the plastic surrounding the glass.
  - Apply a small amount of cleaner directly to a microfiber or a similar disposable towel or cloth - be sure the cloth is damp and not wet.
  - Wipe the glass touch screen clean.

## Technology Support

- Technicians will troubleshoot teaching stations issues remotely as best as possible; minimizing the need for in-person interaction.
- Technicians equipped with mask & gloves will always warn instructors before entering the room and will ask instructors to step away from podium area to triage issues, deliver batteries or adapters in order to maintaining a safe distance of 2M from instructors.
- Once any issues have been resolved, the technician will sanitize area and allow the user to return to the Teaching Station.

## Social Distancing

Social distancing room layouts have been provided on the ACE website. This is to help inform you in advance of your first visit to the classroom. These pdf layouts can be found at: [https://ace.utoronto.ca/webapp/f?p=210:1:::~:](https://ace.utoronto.ca/webapp/f?p=210:1:::)

- Open the ACE webpage, navigate to the **Room Info** tab, then **Room Description**. Choose your **Building** and then **Room** from the corresponding dropdown menus. You should then see the web page as shown below. Click to **View Room Layout PDF**.

The screenshot shows the ACE website interface. At the top, there is a navigation bar with the University of Toronto logo and the ACE logo. The main navigation menu includes "Room Info", "Book Rooms", "Tech Support", "Con Hall", and "Report Classroom Problem". Below the navigation bar, there is a section titled "Resources for Fall 2020 and Winter 2021 In-Person Instruction" with three tabs: "Calendar of Availability", "Room Description" (which is selected), and "Reserve Room".

On the left side, there is a sidebar with two dropdown menus: "Building" (set to "SS Sidney Smith Hall") and "Room" (set to "1069"). Below these are several radio button options for accessibility: "Accessibility: Building Exterior", "Accessibility: Building Entrance", "Accessibility: Elevators", "Accessibility: Washrooms", and "Accessibility: Room".

The main content area features a photograph of the building and the following details:  
Sidney Smith Hall  
100 St. George Street  
Toronto, Ontario

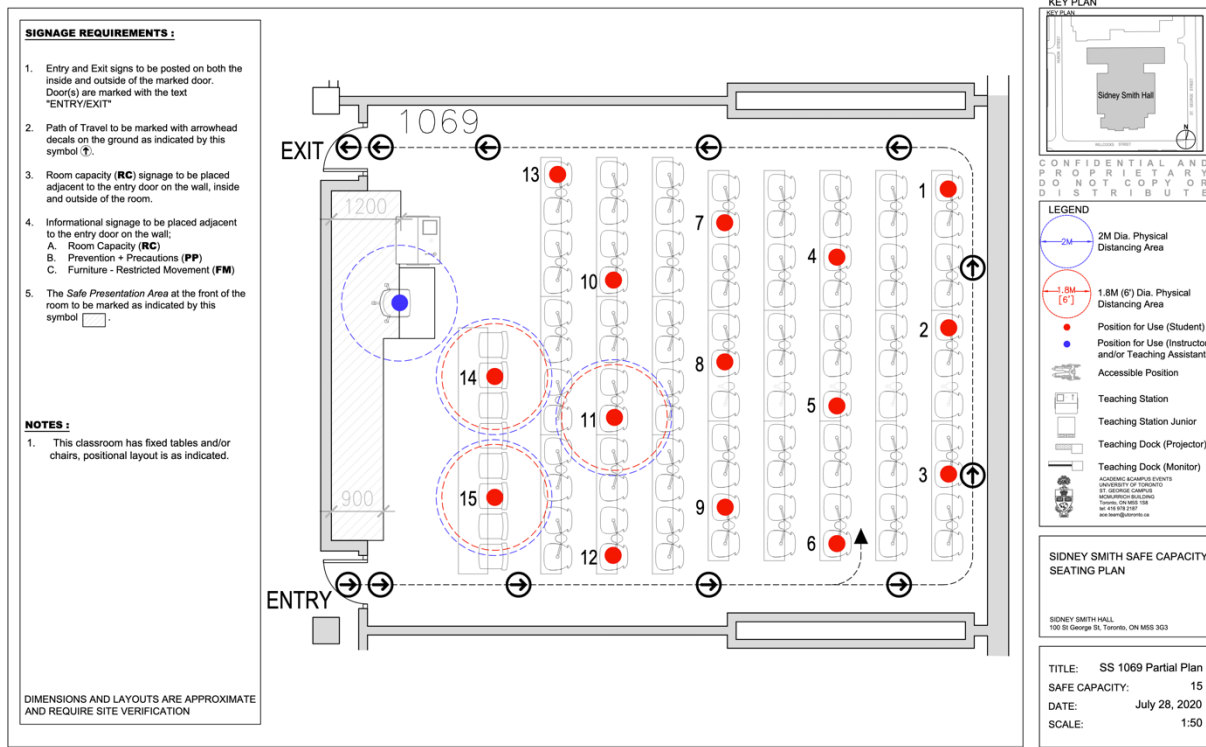
Below the photo are three circular icons with a camera symbol and the text "PHOTO COMING SOON".

Key information displayed includes:  
\*Safe Occupancy: 16  
\*Please note that while safe occupancy may be displayed at greater than 50 based on physical distancing requirements of 2 metres, current provincial guidelines currently cap all indoor activity at a MAXIMUM OF 50 which overrides the safe occupancy number.  
Seating Type: Fixed Seating  
Writing Surface: Continuous Tables  
Teaching station Type: Teaching Station  
[Click to View Room Layout PDF](#)

At the bottom left, there is a copyright notice: "CLASSROOM AND BUILDING FLOOR PLANS REMAIN COPYRIGHT PROPERTY OF THE UNIVERSITY AND ARE AUTHORIZED FOR USE ON UNIVERSITY BUSINESS ONLY (NOT FOR DISTRIBUTION)". Below this is contact information for accessibility queries: "For Accessibility data related queries please email ad.huronstreet@utoronto.ca".

Winter 2021 – Classroom Technology - Covid Response  
 Here is an example of a Room Layout PDF using SS 1069:

contact: lsm.ctsg@utoronto.ca



For additional information regarding ACE's Classroom Technology visit:

[https://ace.utoronto.ca/tech\\_support.html](https://ace.utoronto.ca/tech_support.html)