



# Welcome

## GRAD STUDENTS!

### GSA Appointment Process During COVID-19:

The GSA Office Staff are pleased to assist all our GSA members with any questions and concerns you have.

We request that you begin by sending your questions, requests and comments via:

- a) Email to: [gsaoffice@brocku.ca](mailto:gsaoffice@brocku.ca)
- b) Phone – 905.688.5550 ext. 4094

Upon receiving your email, the GSA Staff will endeavour to answer any and all questions in a timely manner preferably via:

- a) Email – [gsaoffice@brocku.ca](mailto:gsaoffice@brocku.ca)
- b) Phone – 905.688.5550 ext. 4094
- c) Teams or Zoom

Should we determine that an in-person appointment is required, then the student/visitor is asked to follow the process outlined below:

- a) Please arrive no sooner than the scheduled appointment time, as another student or visitor's appointment might be in progress.
- b) Call the GSA office at 905.688.5550 ext. 4094, to advise that you have arrived at the door (MC-C301) for your appointment.
- c) All visitors **MUST** wear a mask and sanitize their hands upon entry to the office.
- d) All visitors will be asked to show proof of your Brock self-screening assessment that was completed upon entry to the university that day. If you are unable show your screening assessment, you will be asked a number of screening questions to ensure the health and safety of all parties.
- e) Please note; your appointment will not exceed 25 minutes to allow for cleaning and sanitizing in preparation for the next appointment time.
- f) Please be respectful to our office staff. Aggressive or offensive language or behaviour will not be tolerated or accepted.

Thank you for your cooperation, we look forward to working with you again!  
- the GSA Executive and Staff Team