



Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
136 Isabella Street
Toronto ON M4Y 0B5
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Fax: 416-642-2424
etfo.ca

Single Room Accommodation Request Form

(This information will be kept strictly confidential)

Name: _____ Local: _____

Address: _____ Home Phone: _____

City/Town: _____ Cell Phone: _____

Postal Code: _____ Email: _____

Date of Application: _____ ETFO # _____

Date of event:

Reason a single room accommodation is required:

Please send completed form and doctor's note or medical certificate at least three weeks before the start date of the event to the Federation's Deputy General Secretary, Bobbi Taillefer via email at btaillefer@etfo.org or by fax to 416-928-5321.

Protocol for Members Requesting Single Rooms as a Medical Accommodation

1. All participants in Federation events are assigned to rooms based on double accommodations. Where possible, single rooms are made available at a nominal fee.
2. Members requesting a single room assignment as a medical accommodation should contact the Federation's Deputy General Secretary to discuss their options at least three weeks before the start of the event.
3. Members are required to provide information (medical or otherwise) regarding relevant restrictions and limitations including information from health care professionals. The completed form and doctor's note will be reviewed to determine the need for a single room assignment paid for by the Federation.
4. Members are not expected or asked to provide a medical diagnosis, but the Federation reserves the right to request additional information in order to assess the need for the accommodation.
5. All information provided is kept locked in the office of the Human Resources Officer and is kept strictly confidential. When a member is approved for single room assignment, the Deputy General Secretary advises the conference liaison staff to proceed to book a single room for the member which is then paid for by the Federation.
6. On occasion, the information provided is insufficient to warrant a single room assignment paid for by the Federation. As an example, a note from a physician stating a member requires a single room is not necessarily accommodated without further clarification of limitations, restrictions or some other clarification of medical need.
7. The current practice conforms to the expectations of the *Accessibility for Ontarians with Disabilities Act*.
8. The Deputy General Secretary will notify you of your assignment via email.
9. This single room assignment is based not only on this application, but also upon the availability of space in the hotel being used.