

12 July, 2021

Dear Colleagues,

I am writing to let you know that following the release of HR Circular 2021/047, CM will also be easing some restrictions.

Would you be so kind as to share this letter with your staff?

Please take note of the following **changes** in CM operating parameters (effective 13 July, 2021):

Accessing multiple CM facilities

- Users can now enter multiple facilities

Registration

- Registration of new staff for the booking/ scheduling calendar is no longer required.
- Staff are also no longer required to update their registration information

Please note that the following operating parameters **remain in place**:

CM Facilities Booking/ Scheduling Calendar:

- Social distancing within the CM facilities will be managed through the use of a booking/ scheduling calendar.
- **Use of this CM booking / scheduling calendar is REQUIRED.**
- The booking/ scheduling calendar can be found at the following link:
<https://bsys.lsi.nus.edu.sg/cmpr/list.php>.
- **Each person must have their own reservation.**
- Multiple people cannot use the same piece of equipment if only one person has a reservation.
- The only time a reservation is not required is when entering a holding room for the purpose of retrieving or returning animals for use in a booked procedure room.
- See your facility supervisor if you have any questions using the system.

Schedule

- Staff **MUST** follow the schedule mandated by their HOD (if any).

- Note that the CM vivarium is open from 7am to 7pm (including Sundays and Holidays).

Working as a team/ more than one user in a room

- Number of users in a room may not exceed the number posted on the door.
- In rooms where more than one staff are allowed
 - Users **SHALL NOT** sit next to each other at a BSC, ATS, or workstation.
 - Users will maintain >1 m distance between them.
 - No more than 1 person is allowed to work at the same equipment at the same time.
 - Users must each book a separate concurrent appointment in the booking system.

Sitting next to each other at the ATS/BSC/work area

- Staff must work at separate ATS/BSC/work areas
- Staff must maintain >1 m between them at all times.

Facility Orientation and Training

- Facility orientation and training provided by CM (such as RCULA training and protocol-specific training) has resumed for NUS, NUH, and Duke NUS users. Please schedule following normal practices.

Visitors

- Visitors performing work related to ongoing COVID studies, performing preventative maintenance, or performing equipment repair will be permitted.

These operating parameters will remain in effect until further notice.

Deviations from the above may be approved on a case-by case basis by completing the form at the following link: <https://forms.office.com/r/rbvQ40psig>.

Please note that CM will be monitoring activity levels in the vivarium, and following consultation with ODPRT, reserves the right to restrict access if there is evidence that staff safety/public health may be compromised.

Finally, violation of these principles may result in significant sanctions.

Please let me know if you have any questions or concerns.

Kind regards

Lois Zitzow
CM Director