
20 Aug, 2021

Dear Colleagues,

I am writing to inform you that CM will be relaxing some of our operating requirements. Would you be so kind as to share this document with your staff?

Please take note of the following CM operating practices, effective 22 August, 2021.

Updated practices are in red.

CM Facilities Booking/ Scheduling Calendar:

- Social distancing within the CM facilities will continue to 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.
- Each ATS/BSC/work area must be booked using the booking calendar
- Staff must maintain >1 m between them at all times.

Accessing multiple CM facilities

- Users may continue to enter multiple CM facilities

Facility Orientation and Training

- Facility orientation has resumed for NUS, NUH, and Duke NUS users.
- RCULA hands-on training has resumed for NUS, NUH, and Duke NUS users. As we clear the backlog, please note that training will be prioritized in the following order: 1) users doing COVID research; 2) PhD students in their last year; 3) then users in order of request.
- CM one-on-one training will also resume.
- Please note that the number of users posted on the door may not be exceeded during training sessions.

Visitors

- Visitors related to COVID work, or that are required to perform preventative maintenance and equipment repair may access the vivarium.

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