FAQs: Working in CM (21 June 2021)

Duration of Restrictions

Q. How long will these restrictions remain in effect?
A. These operating standards will remain in effect until instructed by ODPRT and the NUS leadership.

Number of Staff per PI

Q. How many users per PI can access the vivarium?
A. There is no limit to the number of users that can access CM, provided that staff use the Booking/ scheduling system to schedule their access.

Booking / Scheduling Calendar

Q: How will social distancing be maintained in CM?
A: Social distancing will be managed through the use of a booking/ scheduling calendar.

Q: Do I have to use the booking/ scheduling calendar to access CM?
A: Yes, use of this system is mandatory.

Q: I registered previously, do I have to register again?
A: No, only new users or users that need to update their PI, contact information, protocol number, assigned shift, or facility need to register.

Q: How do I register for the system?
A: Registration can be done using the following link: https://forms.office.com/Pages/ResponsePage.aspx?id=Xu-lWwkd06Fvc_rDTR-gtbNz0E_XwhMo-svOcGPaZUqjVYSjFBUIZGR1BCQIi5WDc4NDFLUVEwOSQlQCN0PWcu

Q: How many users can I register at one time?
A: You can only register yourself.

Q: There are no available bookings for the room that I need to use. Can I go in and wait?
A: No. The booking / scheduling system is designed to prevent staff from queuing. If there is no available appointment, then you may not access CM during that time.

Q: What do I do if there are no bookings for a room that I need to use?
A: You can do one of the following: book a different time or contact the facility supervisor for assistance.

Working as a team

Q: I booked a room. Can I bring my colleague with me to help with my experiment?
A: Your colleague may only come if they are registered in the booking system, if the room has two AVAILABLE booking openings at the same time, and if you and your colleague both book separate appointments at the same time. **YOU MUST MAINTAIN > 1M BETWEEN STAFF AT ALL TIMES.**

Q: My lab mate helps me with my surgeries. Can we work together?
A: Yes, but only if 1) there are two booking entries available for the room where you want to work, AND 2) **each person works at a different ATS/ BSC/ surgery table**, and the room allows for two staff to work inside. You may not both work at the same ATS/BSC/surgery table and you must stay >1m apart.

### Working in more than one facility

Q: I want to work in more than one CM facility. How do I register?
A: CM teams are divided by building. Therefore, **researchers may only work in one building.**

Q: I have animals in two buildings, what can I do?
A: Assign one person to one building, and a second person to another person. Alternatively, you may request CM to consolidate animals into one building. If this is not possible, please submit a request at [https://bsys.lsi.nus.edu.sg/cmpr/list.php](https://bsys.lsi.nus.edu.sg/cmpr/list.php) and someone from CM will contact you.

### Schedule

Q: What shifts is CM using?
A: Users must follow the shifts set by their HODs.

Q: What are CM’s hours?
A: CM’s hours are 7am – 7pm.

Q: I want to work earlier or later than the appointed time. How can I get permission?
A: Apply at the following link: [https://bsys.lsi.nus.edu.sg/cmpr/list.php](https://bsys.lsi.nus.edu.sg/cmpr/list.php)

A: My research schedule is two times per week for all day. Can I come in during both shifts on those days?
A: Yes, you must follow the shift set by your HOD. Note that the CM vivarium closes at 7pm.

### Sundays

Q: I need to check my animals on Sunday. Can I do so?
A: Yes, but only during the hours of 7am – 7pm, only if there is a booking available, and only if this is OK with your HOD.

### Training

Q: I want to train one of my colleagues. May I do this?
A: Training may be allowed on a case-by-case basis. Please submit a request at the following link: https://bsys.lsi.nus.edu.sg/cmpr/list.php.

Q: I am a new user and need facility orientation. How can I do this?
A: Orientation for new users will be permitted starting 21 June. Follow standard CM procedures to register.

Q: I am a new user and need RCULA training? How can I do this?
A: RCULA training will restart on 21 June. Please register on the CM website under the “Training” tab.

Q: I need training for a procedure from the CM Training or Veterinary teams. Can we do this?
A: One-on-one training by CM staff will resume 21 June.

Research

Q: What research is allowed?
A: There are no limitations on the types of research that may be done, provided that you are able to complete the work during the available booking times.

Breeding

Q: Can I breed animals for research projects?
A: Yes

Animal Purchases

Q: May I purchase animals from InVivos, NLARF, or another approved vendor?
A: Yes, CM is currently accepting orders for new animals. However, we encourage you to keep in mind that further restrictions may be implemented, which may prevent you from doing your research projects.

Q: May I bring animals from A*STAR, NTU, or another collaborating institution?
A: Yes, CM is still accepting animals into quarantine.

Requests

Q: How do I make a request to CM for an exemption?
A: Requests may be approved on a case-by-case basis by. Please submit a request at the following link: https://bsys.lsi.nus.edu.sg/cmpr/list.php

Visitors

Q: May I bring a collaborator into CM to help with an experiment?
A: Yes, but only if the experiment is related to COVID research.

Q: May I bring a vendor into CM to help with equipment?
A: Yes, vendors may access CM to help with equipment. Please contact the facility supervisor for assistance with the booking and complete appropriate paperwork. Note that number of staff per room may not be exceeded, and personnel must maintain >1m distance between them.

Q: I would like to show a prospective employee or student the animal facility. What is the procedure?
A: Visitors for the purpose of touring are NOT currently allowed in the CM facility.