

FAQs: Working in CM (13 July 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: How do I register for the booking/scheduling calendar system?
A: Registration is not required.
- Q: How do I access the booking/scheduling calendar?
A: The calendar can be accessed at the CM website: <https://bsys.lsi.nus.edu.sg/cmpr/login.php>
- Q: How many users can I register for the booking system 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 for the room you need, 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. Can I do so?

A: Yes, there are no restrictions on the number of CM facilities that you may enter.

Schedule

Q: What shifts is CM using?

A: CM is not using shifts. Users must follow the shifts (if any) 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://forms.office.com/r/rbvQ40psig>.

Sundays

Q: I need to check my animals on Sunday. Can I do so?

A: Yes, but only during the hours of 7am – 7pm and only if there is a booking available.

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://forms.office.com/r/rbvQ40psig>.

Q: I am a new user and need facility orientation. How can I do this?

A: Orientation for new users is permitted. Follow standard CM procedures to register.

Q: I am a new user and need RCULA training? How can I do this?

A: RCULA training is ongoing. 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 has resumed.

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.

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://forms.office.com/r/rbvQ40psig>.

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 and you follow the social distancing restrictions put into place. Please register at the following link: <https://forms.office.com/r/rbvQ40psig>.

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.