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## FAQs: Working in CM (22 August, 2021)

### Duration of Restrictions

- Q. How long will these restrictions remain in effect?  
A. These operating standards will remain in effect until instructed by 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: What is the link for the Booking/ Scheduling Calendar?  
A: The link to access the Booking/ Scheduling Calendar is <https://bsys.lsi.nus.edu.sg/cmpr/list.php>.
- Q: Do I have to use the booking/ scheduling calendar to access CM?  
A: Yes, use of this system is mandatory.
- Q: Do I need to register for the booking system?  
A: No, registration is no longer required.
- Q: I registered previously, do I have to register again?  
A: No, registration is no longer required.
- 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 waiting around. If there is no available time, 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 can work at a different ATS/ BSC/ surgery table. You shall not both work at the same ATS/BSC/surgery table and you shall 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, staff can enter more than one CM facility.

### **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 7AM. 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, 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: No training is permitted at this time, as this will violate social distancing measures.

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

A: Facility Orientations have resumed for NUS, Duke NUS, and NUH users. Please follow the standard procedure to schedule orientation as noted on the CM website (<https://cm.nus.edu.sg/forms.php#access>).

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

A: RCULA training has resumed for NUS, Duke NUS, and NUH users. Please follow the standard procedure to schedule training as noted on the CM website (<https://cm.nus.edu.sg/training.php>).

Q: I need training for a procedure from the CM Training or Veterinary teams. Can we do this?

A: Yes, CM procedure training has resumed. Please follow standard procedure to request training (<https://cm.nus.edu.sg/training.php>).

### **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. However, the AV recommends against starting pilot projects due to staffing limitations and in case additional restrictions are implemented.

### **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 accepting animals into quarantine.

### **Requests**

Q: How do I make a request to CM for an exemption to do something that is not currently permitted?

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: No collaborators are allowed at this time.

Q: May I bring a vendor into CM to help with equipment?

A: Yes, vendors may be granted access to help with equipment. Please request for a visitor following standard procedure.

Q: I would like to show a prospective employee or student the animal facility. What is the procedure?

A: Currently, visitors are not allowed for this purpose.