18 May, 2021

Dear Principle Investigators:

I am writing to update you regarding CM’s operational requirements in this new period of heightened precautions. Would you be so kind as to share this document with your staff.

Below are the CM Operating Requirements effective until 13 June or otherwise noted:

All previous exceptions to CM operating requirements NO LONGER APPLY, and all users must follow the requirements as outlined below.

All earlier registrations to work in CM are NO LONGER VALID.

As soon as possible, please **RE-REGISTER your shift and facility** using the following link: https://forms.office.com/Pages/ResponsePage.aspx?id=Xu-lWwkxd06Fvc_rDTr-gtbNz0E_XwhMo-svOcGPaXZUQijYVsjiFBUlZGR1BCQjI5WDC4NDFlUVEwOSQiQCN0PWcu

**Split Teams/ Schedule**

- Staff MUST follow the split teams as outlined by their HOD.
- Note that the CM vivarium remains open from 7am – 7pm.

**Accessing multiple CM facilities**

- Users may only enter one CM facility.

**Booking 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** and 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 exception is to pick up/drop off animals for transport to a booked procedure room. If you need to use the ATS in the animal housing room, you must book it.
- See your facility supervisor if you have any questions using the system.
Working as a team/ more than one user in a room

• Number of users may not exceed the number posted on the door.

• In rooms where more than one staff are allowed
  o Users **SHALL NOT** sit next to each other at a BSC, ATS, or workstation.
  o Users will maintain >1m distance between them.
  o No more than 1 person is allowed to work at the same equipment at the same time.
  o Users each must book a separate concurrent appointment in the booking system.

Visitors

• No visitors are allowed unless their visit is related to ongoing COVID studies.

Facility Orientation and Training:

• Facility orientations are cancelled.

• No training is permitted. This includes researcher training, CM training, RCULA training, or vendor training. We apologize for the inconvenience.

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](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