



---

**Contingency Measures for SMUSA Hub in Events of Unforeseen Circumstances**

**3 Aspects of Contingency Planning**

- a. Contingency Measure Guideline [Specific to that unforeseen circumstance]
  - b. Contact Tracing
  - c. Notice Drafts to be placed at all entrances and visible areas near SMUSA Hub
- 
- A. **Unforeseen Circumstances** includes but is **not limited to disease outbreaks, natural disasters or any other situation** as deemed appropriate by SMUSA Operations Department.
  - B. This applies to **all users of SMUSA Hub**, including the involving stakeholders (i.e. clubs who have a prior booking with SMUSA Operations Department).
  - C. SMUSA Operations Department is to **re-evaluate both SMU and internal guidelines** and come up with contingency plans **within 1 week** after **SMU's initial release** of contingency measures.
  - D. Should SMU guidelines differ from the decisions made by SMUSA Operations Department, SMUSA Operations Department has the discretion and **right to enforce this agreed set of rules and regulations** for SMUSA Hub.
  - E. Should there be activities allowed under **SMU guidelines under certain conditions**, the SMUSA Operations Department has the **discretion and right to cease all activities** in SMUSA Hub regardless if deemed necessary.
  - F. All notices relating to the discussed contingency plans are to be **put up at visible locations in SMUSA Hub within 1 week** from the finalizing of plans. (i.e. Glass Doors)