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## **SMUSA Hub Contingency Measures (COVID-19 2020) Guidelines**

- A. **Unforeseen Circumstances** includes but is **not limited** to **disease outbreaks, natural disasters** or **any other situation** as deemed appropriate by SMUSA Operations Department where further actions are needed to be taken.
- B. In this **period of COVID-19**, SMUSA Operations Department shall set out the following standardized **rules and regulations that are to be adhered to** for **SMUSA Hub usage during COVID-19**.
- C. This applies to **all users of SMUSA Hub**, including but is not limited to **all clubs and individuals**, but also, the **Council** as well as the **SMUSA Executive Committee**.
- D. It is **mandatory** for all users to **read these guidelines** before entering SMUSA Hub. This is to be **strictly adhered** to at **all times** and shall **not be tolerated** under any circumstance, should there be any violations of this order.
- E. All students are required to keep a **distance of 1M** from each other in SMUSA Hub. Likewise, this applies to the **SMUSA Hub Office**, and the **meeting room** inside the SMUSA Hub Office.
- F. All users should **always have their masks on** unless **consuming meals, taking water breaks** or engaging in **moderate to high intensity physical activities**. All dancers are to **dance using the boxes** marked out on the floor.
- G. All clubs are to check with their own **manager-in-charge** and **adhere to their own CBd standards** on the specific measures.
- H. The SMUSA **Meeting Room** shall **not have more than 8 students**, and **SMUSA Office** shall **not have more than 9 students** at a time.

- I. There should be **no more than 16 people** at a time in SMUSA Hub itself, of which is **split into 2 groups of 8 each** with **no intermingling**. The 2 groups should be **at least 1M apart** from each other. Always take precaution and **practice safe distancing**.
- J. Should there be a need to **gather for various purposes**, the group is still **strictly limited** to a **maximum of 8 members** following the national guidelines. Groups **beyond 8 members** shall have to **arrange other alternative methods** or modes of communication.
- K. For dance related bookings, SMUSA Hub is strictly limited to a **maximum of 8 persons** excluding one **official dance instructor during official dance practices**. **All dancers should keep a 2M distance from one another, or to follow the tape on the SMUSA Hub floor**.
- L. There should strictly be absolute **zero intermingling** between initial large groups of over 8 persons.
- M. SMUSA Hub is **only accessible** to **SMU undergraduates** with an **active matriculation ID**. All other persons shall **not be allowed** into SMUSA Hub, with the exception of [K].
- N. Besides the **SMUSA Executive Committee** and **all Constituent Bodies' Management Committees** who are **granted access**, all other students should not be seen entering the **SMUSA Hub Office**.
- O. All students using the SMUSA Hub should seek the permission of the SMUSA Operations Department or **inform of the usage at least 3 days in advance**. This can be done through our current SMUSA Hub Booking System, where students can book for a slot of their desired timing.
- P. **No one** should be **found seeking help** from users inside to enter **without prior permission or in any manner, swapping, borrowing, asking, or using someone else's matriculation card**, on the account that their card has access to SMUSA Hub.
- Q. All users should complete the **implemented Safe Entry** form before entering the SMUSA Hub. This is **mandatory** and should not be compromised should you use the hub.
- R. All users should be considerate and responsible towards their usage. Due to resource constraints, there is **no temperature taking** at the entrance of SMUSA Hub. Hence, it is the **due duty of any person to rest** and not enter SMUSA Hub when one is **not feeling well**.
- S. Any form of violations shall not be tolerated and severely dealt with. Anyone in the Hub shall have the right to request for the violator to **leave the premise with immediate effect**. A **one-day ban** is to be imposed on the violator.
- T. **Individuals** who violate any of the above stated guidelines are also to be **referred to the school authorities** for disciplinary actions taken against them.

U. **Any club** who violates any of the above stated guidelines shall be **banned** from using the SMUSA Hub for that **entire month, with gradual increase of 1 month for every additional offence**. In addition, the club will also be **referred to their CCA managers** for further disciplinary actions taken by the school.