



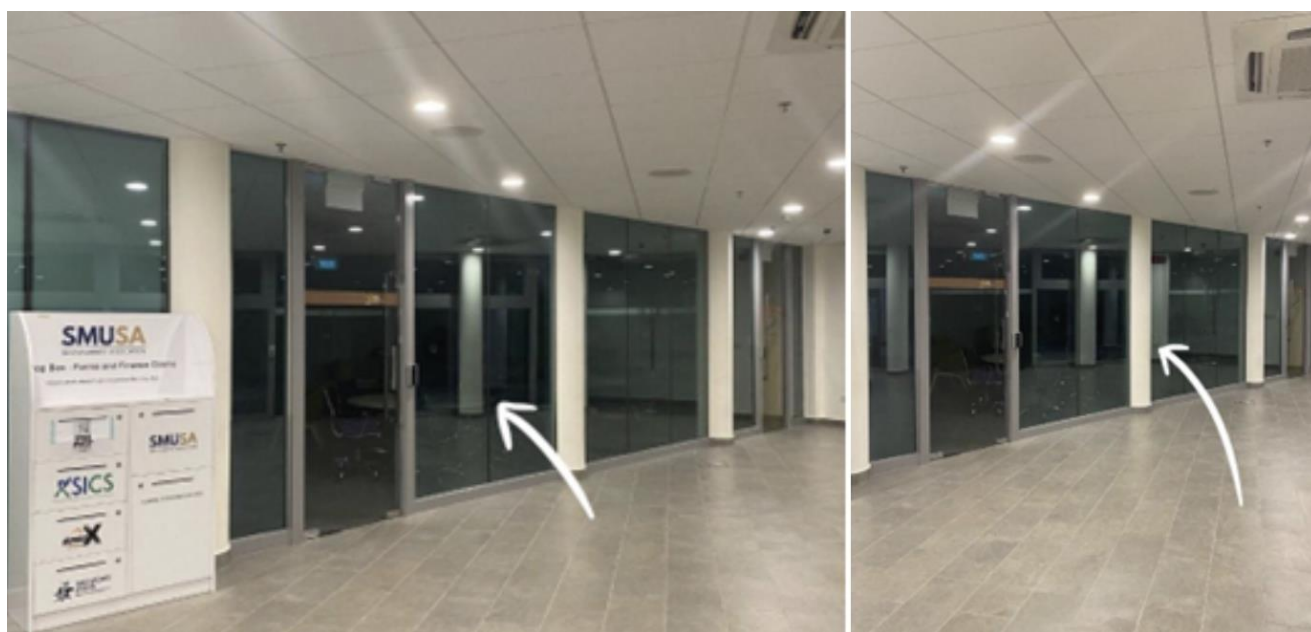
**SMUSA Hub Office and Contingency Measures Standing Order**

**1 SMUSA HUB OFFICE**

1.1 Card access and the use of the SMUSA Hub Office shall be made **exclusive** to relevant person(s):

<b>SMUSA</b>	Executive Committee and Deputies
<b>BIZCOM</b>	Executive Committee and Executives
<b>ICON</b>	President, Vice-President(s), Honorary General Secretary and Honorary Finance Secretary
<b>CCA CBds (ACF, SICS, SMUX, SSU)</b>	President, Vice-President(s), Honorary General Secretary and Honorary Finance Secretary
<b>School CBds (ASoc, BONDUE, Ellipsis, inCISive, OIKOS, SOSOCIETY, The Bar)</b>	President, Vice-President(s), Honorary General Secretary and Honorary Finance Secretary
<b>Ambassadorial Corps (ASMU)</b>	Executive Committee

1.2 SMUSA Hub Office is limited to the area as depicted. The SMUSA Hub Meeting Room is a part of the SMUSA Hub Office.



*White Arrow – SMUSA hub Office*

1.3 The SMUSA Hub Office access is **limited to person(s) with card access**. Visitors can be invited to the SMUSA Office for **SMUSA work purposes**.

Work purposes include:

- a. Logistics preparation for SMUSA- or SAC-related matters
- b. Discussion of SMUSA- or SAC-related matters
- c. Official Meetings (e.g., AEM, BEM, SAEM)
- d. Interviews for SMUSA, or SAC-related events (e.g., Freshman Orientation, Vivace)

1.4 Any other intentions or extension for the use of SMUSA Hub Office not expressed in Point 1.3 b. will be subjected to the discretionary approval of the SMUSA Operations Department.

Note: Visitors should not be left unaccompanied at all times.

1.5 The SMUSA Executive Committee shall reserve the right to **refuse entries** to person(s) **without prior notice**.

1.6 All food and drinks are to be consumed with caution. There should **strictly be no half-eaten food and drinks** in the SMUSA Hub Office.

1.7 All users are to ensure that the Office is returned to its **original state of cleanliness and tidiness**.

1.8 All users of the SMUSA Hub should **not store any logistics without seeking the permission** of the **SMUSA Operations Department**. SMUSA Operations Department reserves the right to discard items with no prior permission given.

1.9 Failure to do comply shall entail penalties as follows:

1st Offence	Email Warning
2nd Offence	1 Week Ban
3rd Offence	1 Month Ban
4th Offence and beyond	Continuous Ban till end of semester

1.10 All users are to ensure that the equipment in the SMUSA Hub Office is returned to its **original state in terms of physical state and function**; failure to do so shall entail penalties as follows:

- i. For damages, the **cost of repair** constitutes the fine. This will be determined on a case-by-case basis.
- ii. Should assets be **lost** or damaged **beyond repair**, or should repair costs exceed replacement costs, then the **cost of replacement** constitutes the fine.
- iii. The **estimated costs of replacement** for assets are **subject to the discretion** of the SMUSA Operations Department.

## **2 SMUSA HUB CONTINGENCY MEASURES**

- 2.1 Aspects of Contingency Planning
  - i. Contingency Measure Guideline [Specific to that unforeseen circumstance]
  - ii. Contact Tracing
  - iii. Notice Drafts to be placed at all entrances and visible areas near SMUSA Hub
- 2.2 **Unforeseen Circumstances** include but is not limited to disease outbreaks, natural disasters or any other situation as deemed appropriate by the SMUSA Operations Department.
- 2.3 This applies to **all users of the SMUSA Hub**, including the involved stakeholders (i.e. clubs who have a prior booking with the SMUSA Operations Department).
- 2.4 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.
- 2.5 Should SMU guidelines differ from the decisions made by the SMUSA Operations Department, SMUSA Operations Department has the discretion and right to enforce this agreed set of rules and regulations for the SMUSA Hub.
- 2.6 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.
- 2.7 All notices relating to the discussed contingency plans are to be **put up at visible locations** in the **SMUSA Hub within 1 week** from the finalizing of plans (i.e. Glass Doors).