

## Rule for users at HFLSM (for COVID-19)

July 13, 2020

### 1. Before visiting

#### (a) HFLSM Visitor Registration

All users have to submit the “HFLSM Visitor Registration”. It can be accessed from the GIMRT user system. Direct link is follow.

[https://docs.google.com/forms/d/e/1FAIpQLSffYr93OISEvEB\\_X13p3VK4pLH93clfahw9D3LS1ir2pGxlzw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSffYr93OISEvEB_X13p3VK4pLH93clfahw9D3LS1ir2pGxlzw/viewform)

#### (b) Health and activity management:

Record your health and activities (places you visited and persons you met) starting one week before your visit (the record is not to be submitted). Please stay home/hotel when you feel bad.

#### (c) Confirm the implementation of a infection control at your company/organization:

Make sure that your company/organization (or department in the case of Tohoku University) implements an infection control and permits your visit for the experiments at HFLSM.

#### (d) Reading the rulebook:

Read and understand the Kinken (IMR) Rulebook before your visit. Foreigners don't need it because of Japanese. But please follow the general rule of infection prevention of COVID-19.

[http://www-lab.imr.tohoku.ac.jp/~imrkyodo/file/IMRcovid-19rule\\_book\\_for\\_visitor.pdf](http://www-lab.imr.tohoku.ac.jp/~imrkyodo/file/IMRcovid-19rule_book_for_visitor.pdf)

### 2. During visit

#### (a) Access card and key of users' room:

Get the access card and key of users' room from the locker (top left box) at the next of the visitors shoe rack and fill on the recording form next to it. This locker has a pin code, ask your local contact in HFLSM or the HFLSM office for the code by e-mail.

#### (b) Documents for the administration office (Kenkyu kyoryoku Kakari) if necessary:

Use the locker with a PIN code next to the guard office on the first floor of Building 2, if you have documents which should be exchanged with the administration office. (Please email the PIN code you selected and some information you need to the administration office).

(c) Safety shoes:

Take out the disinfected safety shoes from the cleaning cabinet at the entrance and keep the same shoes during your stay. Please write your name on the heel with adhesive tape and keep it in the normal shoes box during your stay.

(d) Daily report (google form):

Submit the “HFLSM Daily entry registration” every day during your visit.  
(<https://forms.gle/WcHCM361YVVbpUyb9>)

(e) Room you visit:

Limit the rooms you visit in HFLSM: in principle, the magnet room and the preparation room. Avoid to visit the administrative office (OA room) on the 3rd floor as much as possible, and prefer exchanges by email or on the phone.

(f) The users' room (1F, Gairai Kenkyuin room)

The users' room can be used only to use locker and to keep luggage for avoiding infection of COVID-19.

(g) Magnet usage record:

Fill out the magnet record book.

(h) Emergency contact:

Write the names and mobile phone numbers of all visitors in your group on the whiteboard near the entrance of the magnet room (Delete at the end of visit).

(i) Hand wash, disinfection, mask:

Regular hand washing and disinfection are encouraged. Please also wear a mask when you interact with others.

(j) Toilet:

Use the toilets on the first floor.

3. Other:

If you have any questions, please ask host members or Awaji (Tel: 022-215-2151, [awaji@imr.tohoku.ac.jp](mailto:awaji@imr.tohoku.ac.jp)).