

## **Rules for users at HFLSM (regarding COVID-19 prevention in BCP3)**

April. 5, 2021

Under the BCP3 level, all users need a permission from the director of IMR. Acceptance of any visit at IMR depends on the following conditions.

- a) Necessity and urgency of the visit
- b) Permission from your organization
- c) Ability to conduct the experiments without the support of local members
- d) No risky behaviors, such as trips to highly infected areas and eating or drinking in groups, for two weeks before you visit.
- e) Understand that during your stay you shall refrain to visit any place other than the hotel, IMR, and a minimum shopping.
- f) Confirm your good health

When you can confirm the conditions listed above, please follow the instructions below “Before visiting”. From the viewpoint of thorough infection prevention, we may request a cooperation in PCR tests (the test fee is paid by IMR as part of the travel expenses, and the method is instructed by IMR). The necessity of PCR testing will be considered for each case.

### 1. Before visiting

#### (a) HFLSM Visitor Registration (At least two weeks before your visit)

All users have to submit the “HFLSM Visitor Registration”. It can be accessed from the GIMRT user system (direct link below).

[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 unwell.

#### (c) Confirm the infection control policy 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 (in Japanese).

[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)

If you don't read Japanese, please follow the general rules of COVID-19 infection prevention.

- (e) COVID-19 Contact-Confirming Application (COCOA):  
Install the COCOA application in your smartphone.

## 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) next to 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:  
If you have documents which should be exchanged with the administration office, use the locker with a PIN code next to the guard office on the first floor of Building 2. (Please e-mail the PIN code you selected and the 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 shoe rack 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 visited only to use the lockers and to keep luggage in order to avoid COVID-19 infection.

- (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 you use (Erase at the end of

your 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.

(k) Disinfection:

Materials for disinfection are available at each magnet room. Please disinfect the equipment before and after experiments.

3. Other:

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