



Istituto Nazionale di Fisica Nucleare
Laboratori Nazionali di Legnaro

VADEMECUM for LNL Users

Covid-19 recommendations and LNL access

Valid from: October 2022

Play your part for everyone's safety

Dear Users, LNL is strongly committed to continue delivering beams.

Even if the worldwide situation has improved, risks related to the COVID-19 pandemic are still present, therefore the use of LNL facilities for external users will be possible only by adopting dedicated measures and limitations.

In this short vademecum we summarize the LNL regulations that you are asked to follow.

Please read it carefully and comply to it.

We count on everyone's cooperation to keep the working environment as safe as possible, allowing everyone to complete the planned experiments.

We wish you the best success with the forthcoming experimental campaigns!

GENERAL RULES FOR THE USERS (1/2)

This document applies to **all LNL Users**.

LNL is enforcing safety rules to keep a safe working environment for local and external staff.

In order to achieve this the **users** are asked to:

- **Get informed** on regulations applied at LNL.
- **Register** their presence using the personal identification badge (when required – see next slides).
- **Avoid unnecessary crowding in closed environments.**
- **Wash their hands** frequently. Sanitizing agents are available (ask User's Service personnel).
- **Limit their stay at LNL to the minimum** period needed to accomplish their tasks.

GENERAL RULES FOR THE USERS (2/2)

- No access to LNL vehicles.
- Access to guesthouses and kitchens is now available. Limitations may apply if necessary.
- The consumption of meals is not allowed in experiments control rooms.
- The user has access to experimental halls, the experiments control rooms, the canteen and the cafeteria next to it.
Access to other areas requires a proper authorization.

1. PLANNING A VISIT TO LNL

1. Complete the standard access procedure (at least 15 days before your planned visit).

Details on access procedures [at this link](#)¹.

Details on Radiation protection procedures [at this link](#)².

2. Please check the actual travelling and access regulations between your country and Italy.

Be reminded that if quarantine is needed, this cannot be performed inside LNL. You are not allowed to access LNL premises before completing quarantine.

Make sure that your stay at LNL is covered by appropriate health care concerning COVID emergency situations, **including possible stay in dedicated structures in case quarantine is needed for any reason.**

3. If you are coming for experiments: make sure to communicate the exact dates of your visit to the **experiment spokespersons**. They will be contacted by the LNL administration to provide a list of the shifters at least 10 days before the starting date of the experiment

4. If you are coming for other reasons: the contact person at LNL is responsible for filling out the access form [at this link](#)³.

5. If you are coming for one day: you can now access LNL for one day without registration. Please note that it is not a free access, but it must be supervised by your contact person at LNL.

2. ARRIVING AND ACCESSING LNL

The User can access LNL premises ONLY if access has been preliminarily granted and quarantine completed, if requested.

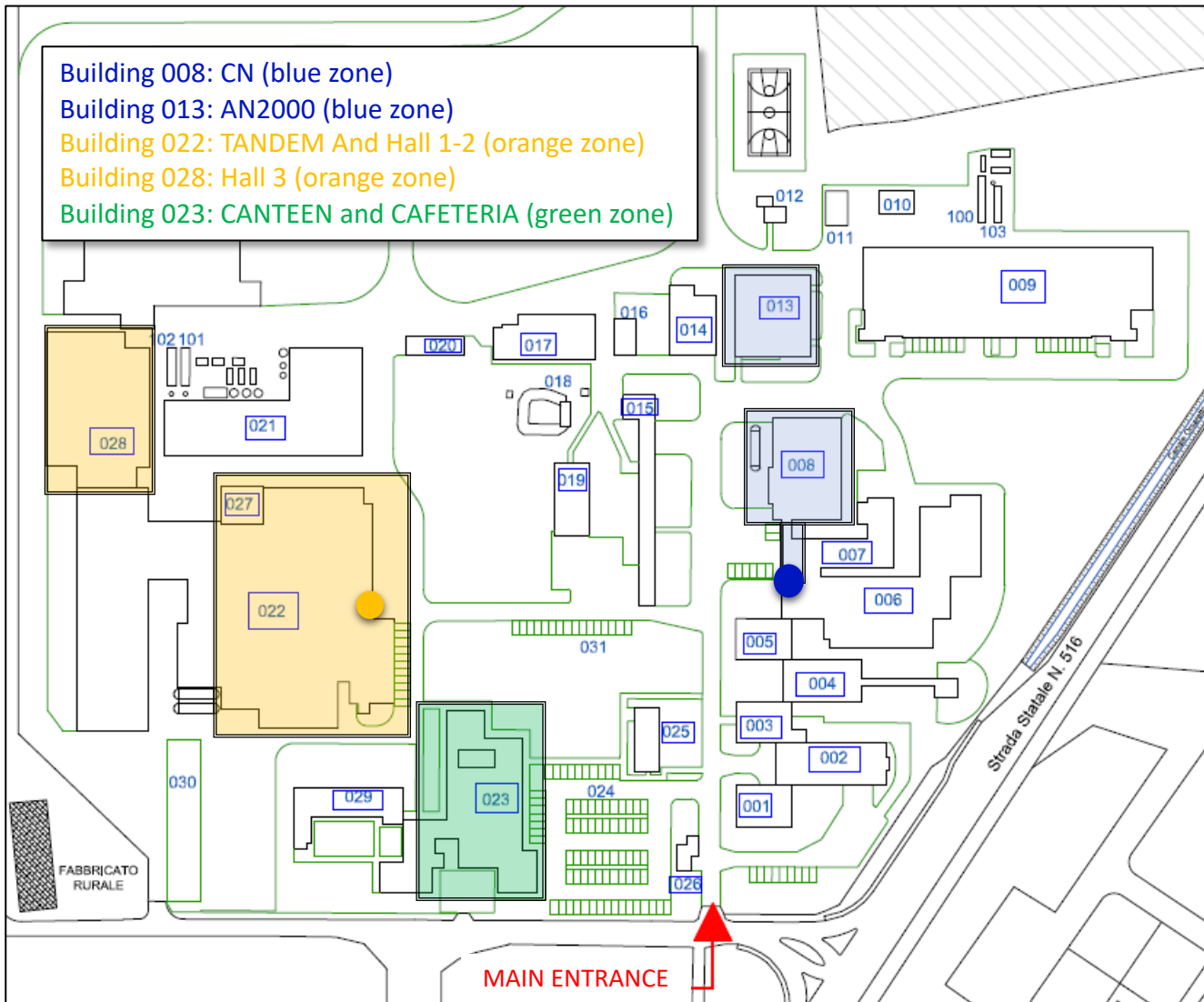
1. **You will always need to be identified by the guards at the entrance.**
2. **If you stay for 2 days or more:** at your first arrival, the guards will give you an envelope with your access badge.
 - INFN employees must use their personal badge.
 - INFN-PD associates can get their badge from their administration.

Please remind that:

- You will need to sign-in/sign-out your presence using the badge every time you access/leave LNL. Location of self-checking equipment is shown in the map at page 7 of this document.
- **The personal badge will allow access only for the indicated dates.**

3. If you stay for 1 day: you only need your ID card or passport, and no badge will be given. **Your contact person at LNL must pick you up at the entrance.**

3. LNL AREAS ACCESSIBLE TO EXTERNAL USERS



We ask the external users to limit their movements only within the following areas:

- **BLUE zone: CN and AN2000 users.**
 - **ORANGE zone: TAP users.**
 - **GREEN zone: all users.**

Access to all the others LNL facilities (direction building, warehouse, mechanical workshop, etc.) may be granted if justified and after a request sent to the user office has been approved

- Badge registration and temperature self-check for TAP users.
- Badge registration and temperature self-check for AN/CN users.

4. DURING SHIFTS AND PREPARATION

- **Limit the number of shifters** in the experiments control rooms at the same time.
- **No meals** can be consumed **in the control rooms at any times**.
- **Privilege the use of telephone to contact machines' operators and LNL services** (mechanical workshop, user's service, user's office, radiation protection office, etc.).
- **As soon as your shift is finished, limit your stay at LNL at the minimum needed for completing activities and avoid unnecessary gatherings.**
- LNL encourages the formation of shift teams which always work together in order to avoid multiple contacts.

The experiment's spokesperson is responsible for the compliance to the regulation for the entire team.

5.LEAVING LNL

Please remind to:

- When exiting LNL premises **sign-out** at the badge registration unit.
- **When you leave LNL at the end of your stay, return the badge to the guards at the entrance.**

In case of illness during your stay at LNL:

- stay where you are.
- promptly inform the guards (24/7 – dial extension 10 or phone number: 0498068311). They will start the proper procedure.

Be informed about illness procedures by reading the document at [this link](#)⁴.

LINKS

- ¹ <https://www.inl.infn.it/en/access-to-Inl/>
- ² <https://www1.inl.infn.it/~radprot/>
- ³ https://istnazfisnucl-my.sharepoint.com/:x:/g/personal/tmarchi_infn_it/ESKUoo1YsQVlof2tRs5yUGUBpfceJBRuHqDUWM40Fu1ocg?rti=me=CuqYZv6w2kg
- ⁴ https://drive.google.com/file/d/1X3JUQB65twHBY0mOBB_I_3MiiTSGYde/view