



Istituto Nazionale di Fisica Nucleare
Laboratori Nazionali di Legnaro

VADEMECUM for LNL Users

during beamtime and data taking

Play your part for everyone's safety

Dear Users, LNL is strongly committed to deliver beams before the shutdown of the Tandem-ALpi-Piave complex foreseen for the completion of the SPES installations. The T-A-P experiments will run from February 1st 2021 till April 2nd 2021. The CN and AN2000 facilities, in parallel, will continue the operation for all 2021.

Given the extremely complicated times we are living due to the COVID-19 pandemy, 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 wroking enviroment as safe as possibile, allowing everyone to complete the planned experiments.

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

GENERAL RULES FOR THE EXTERNAL USERS (1/2)

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

Exceptions for those affiliated to INFN-PD are clearly stated where applicable.

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

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

- **Get informed** on regulations applied at LNL.
- **Register** their presence and **check body temperature** using the personal identification badge*.
- **Wear AT ALL TIMES the FFP2 masks provided by LNL**, keep **social distancing** and limit the number of people in a room to the occupancy clearly stated outside the room itself. The mask needs to be changed **at least daily**.
- **Limit their stay at LNL to the minimum** period needed to accomplish their tasks.
- **Leave LNL premises when not actively** on shift or preparing an experiment.
- **Limit their own movements** within the laboratory and restrain to specific areas, such as the experimental halls, the experiments control rooms, the canteen and the cafeteria next to it.

* details given in the attached document

GENERAL RULES FOR THE EXTERNAL USERS (2/2)

General rules for external users:

- No access to LNL vehicles.
- No access to guesthouses and kitchens.
- Usage of vending machines for take away only. Consumption of food and beverages are not allowed in the close vicinity of the vending machines.
- The cafeteria next to the canteen can only be used in take-away mode. Beverages and food to be consumed outside the building.
- Access to LNL canteen is regulated and granted to external users between 13:30 and 14:00 (last shift). Follow the rules clearly displayed on the panels.
- No food and beverages 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 is prohibited unless proper authorization is requested.

DETAILED INSTRUCTIONS ARE GIVEN IN THE FOLLOWING PAGES

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](#).

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

Make sure you have updated information on the COVID protocols in place ([at this link](#)).

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**. Veneto region provides updated information at this [link](#).

3. Complete mandatory COVID containment on-line training.

This is the standard INFN course that all associate members must have already completed.

Provide the attendance certificate to: users.office@lnl.infn.it . If you need to register for the course, please send your request to users.office@lnl.infn.it, specifying your preferred language (Italian-English).

4. Make sure to communicate exact dates of your visit to the **experiment spokesperson. They will provide a list of the shifters at least 10 days before the starting date of the experiment. Use the template provided [at this link](#). The personal badge will allow access only for the dates indicated in this list.**

The **shifter's list procedure applies to all users, including those who already have a valid access authorization.**

2. ARRIVING AND ACCESSING LNL

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

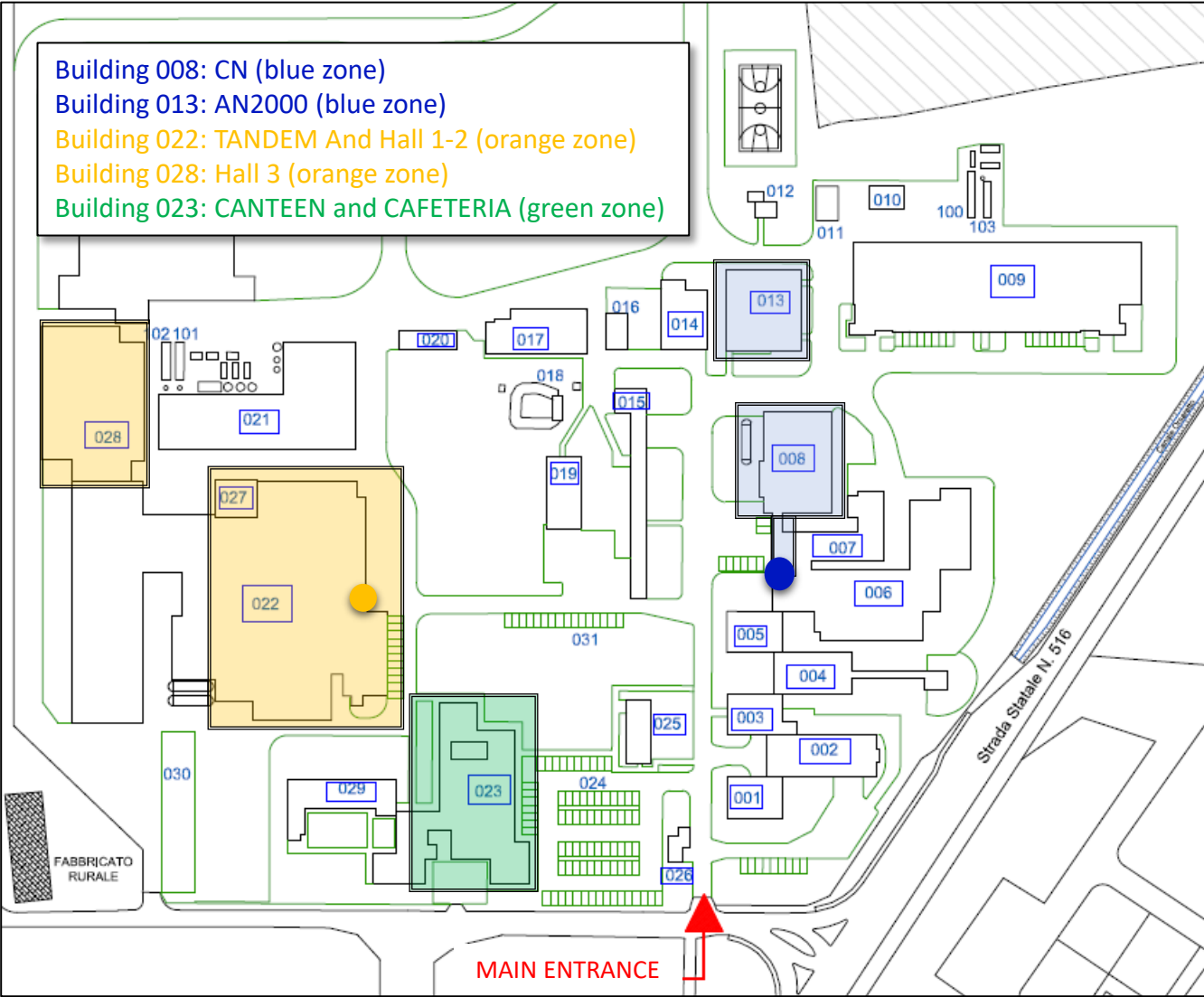
1. **You will always need to be identified by the guards at the entrance.**
2. **At your first arrival, the guards will provide an envelope where you will find:**
 - a) Personal badge.
 - INFN employees must use their personal badge.
 - INFN-PD associates can get their badge from their administration.
 - b) Manual for the use of the badge and temperature self-check (attached to this document).
 - c) FFP2 masks according to the planned activities and stay period.
 - d) This printed information.
3. **Provide to the guards the signed self-declaration that can be found at [this link](#) ([Italian version here](#)).**

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. Signing in is only possible after body temperature check: follow the instructions given in the attached leaflet.
- You are asked to reach quickly your working area without indulging in other places.
- **The personal badge will allow access only for the dates indicated by the shift plan prepared by the spokesperson.**

3. LNL AREAS ACCESSIBLE TO EXTERNAL USERS

Building 008: CN (blue zone)
Building 013: AN2000 (blue zone)
Building 022: TANDEM And Hall 1-2 (orange zone)
Building 028: Hall 3 (orange zone)
Building 023: CANTEN and CAFETERIA (green zone)



The interaction between LNL personnel and external users must be minimized.
We ask the external users to limit their movements only within the following areas:

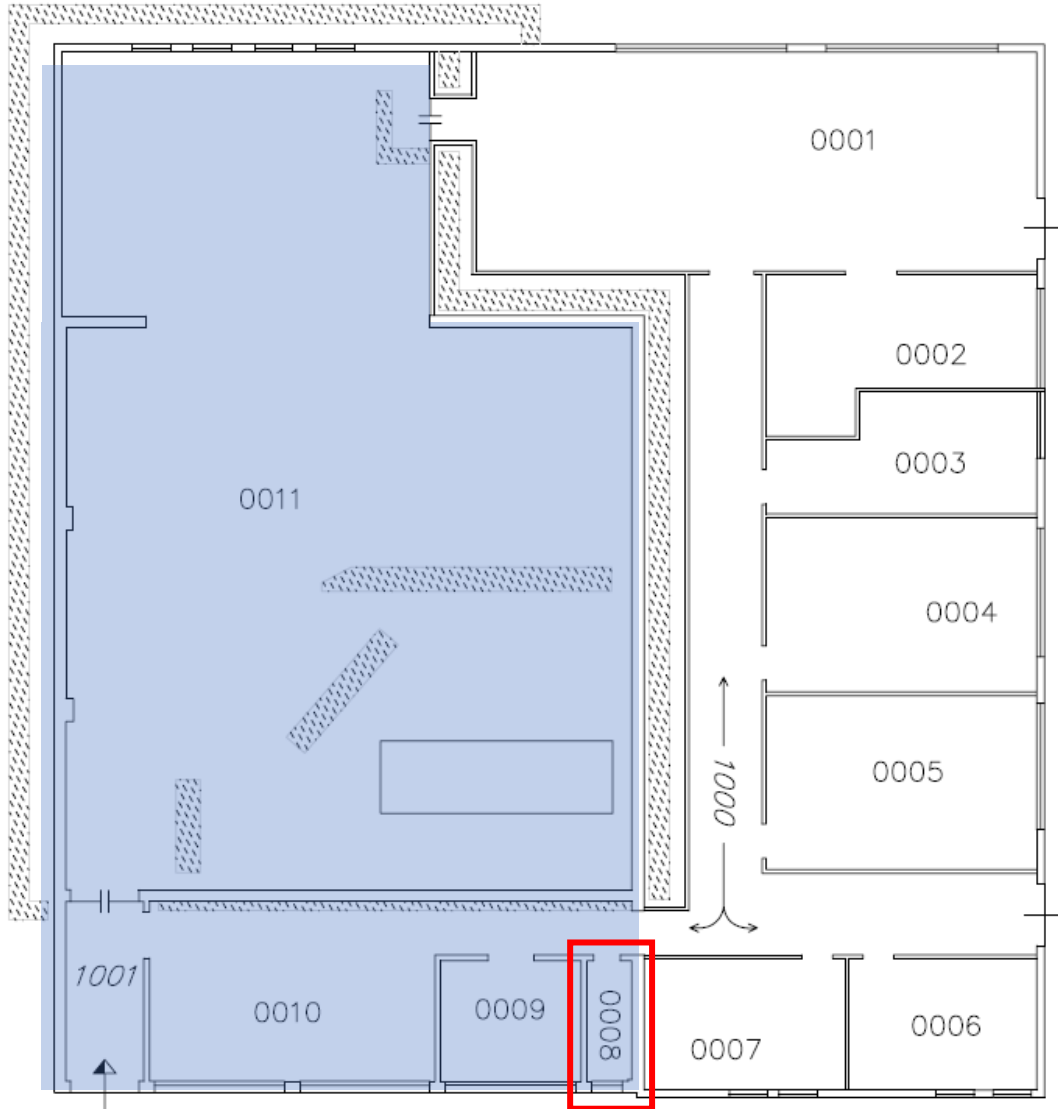
- **BLUE zone: CN and AN2000 users.**
- **ORANGE zone: TAP users.**
- **GREEN zone: all users.**

Access to all the others LNL facilities (e.g. direction building, warehouse, mechanical workshop, etc.) is forbidden.

Toilets have been reserved to external users. They are clearly marked with signs. Their location is reported in the following pages.
SANIFICATION of the areas will be performed **two times per day**. **Users will be asked to leave the area for 15 minutes.**

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

BLUE ZONE. Detailed access to Building 013 (AN2000)



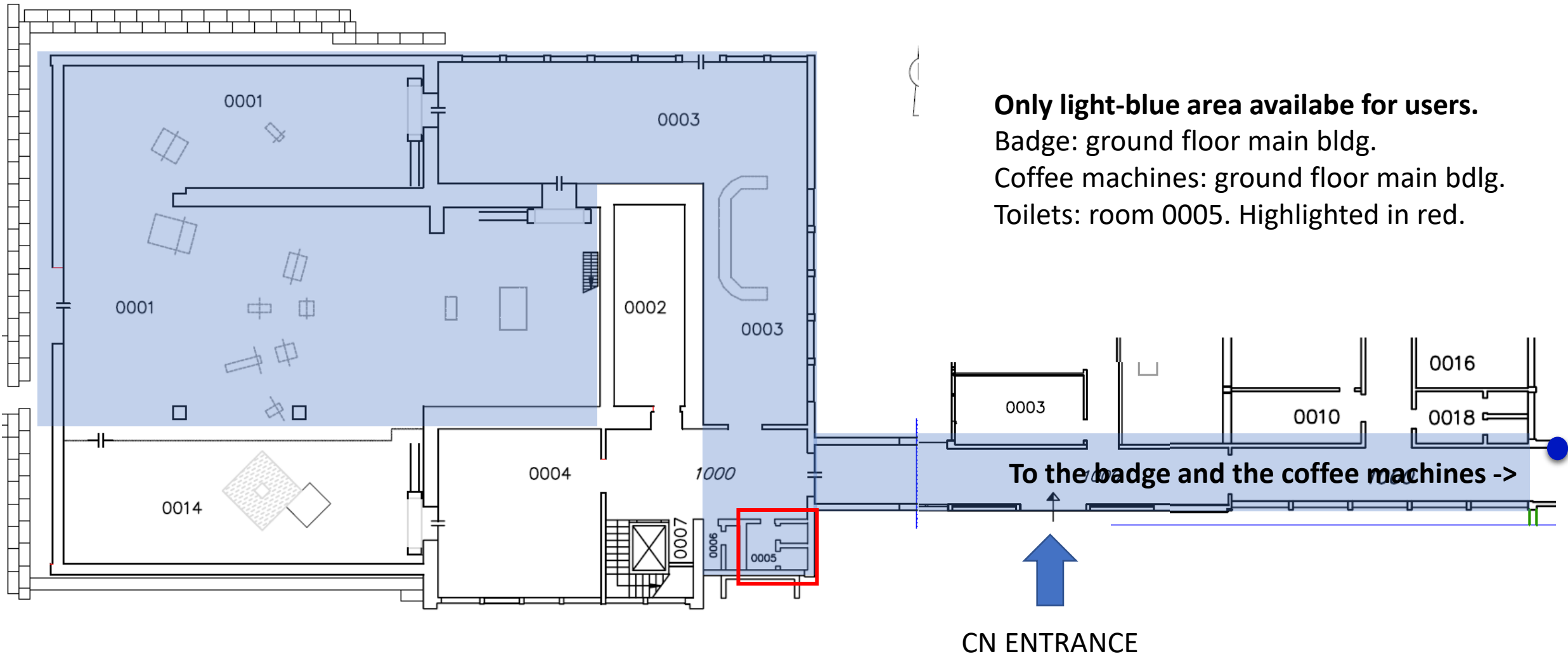
Only light-blue area available for users.

Badge: same as CN users.

Coffee machines: same as CN users.

Toilets: room 0008. Highlighted in red.

BLUE ZONE. Detailed access to Building 008 (CN)

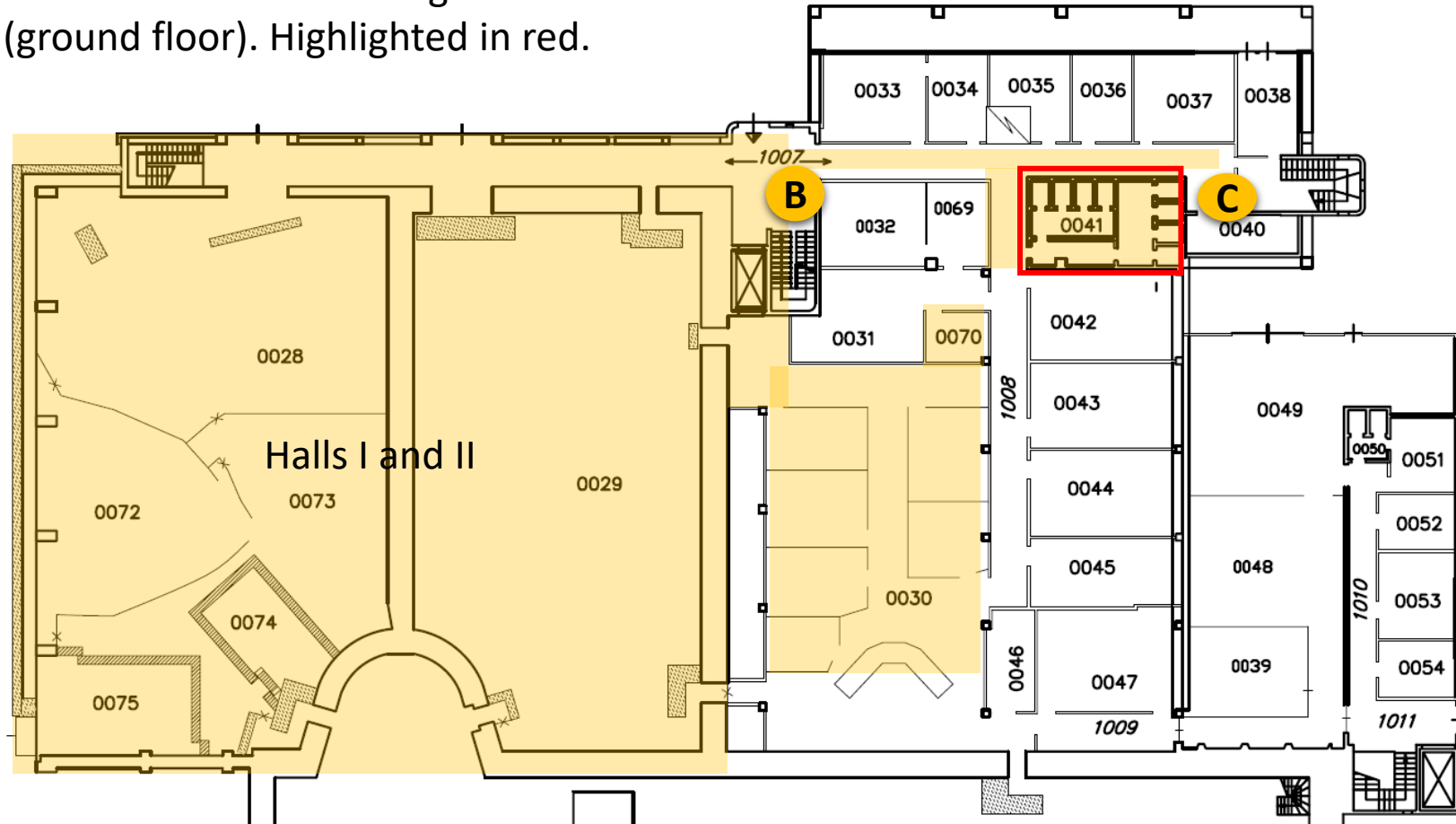


ORANGE zone. Detailed access to Building 022 (TANDEM)

Only orange area available for users.

- B** Badge: ground floor TANDEM bldg.
- C** Coffee machines: ground floor TANDEM bldg.

Toilets: room 0041 (ground floor). Highlighted in red.



4. DURING SHIFTS AND PREPARATION

- **No more than 2 shifters** will be present in the experiments control rooms at the same time, unless urgent intervention from a detector specialist is required. When on shift **wear a FFP2 mask**.
- Keep distance and comply to regulations when working on the equipment in the experimental rooms .
- Common equipment, such as keyboards/mouse etc., **must be cleaned at the beginning of the shift and at any change of operator**. The spokesperson is responsible of ensuring that enough cleaning utilities are available. The material can be obtained by the spokesperson at the TANDEM BUILDING room PT10 (call int 373 for appointment). Any other request has to be addressed to the Safety Service (reference: Sergio Sartor, rspp@lnl.infn.it). Keep your hands sanitised during the shift.
- **No food or drink** can be consumed **in the control rooms at any times**. As a general rule food and beverages should not be shared.
- **Privilege the use of telephone to contact machines's operators and LNL services** (mechanical workshop, user's service, user's office, radiation protection office, etc.). **Only one person should approach the operators in case of need**. Use the phone's loudspeaker and sanitize the phone before and after the use.
- **Leave the room and LNL premises as soon as your shift is finished. Do not occupy any office or table and return to your hotel**
- 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:

- **Limit your stay at LNL to the minimum** period needed to accomplish your tasks.
- **Leave LNL premises when not actively** on shift or preparing an experiment
- 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](#).

BODY TEMPERATURE SCANNER AND ACCESS CARD READER

The combined termoscanner and access control systems are used to automate the body temperature and mask wearing checks at any access.



The use of the badge is **MANDATORY** for all **LNL Users**.

The Users Office provides the badge when the Access Procedure is completed. INFN Employees must use their ordinary badge.

How to use.

- I. Measure your body temperature.
- II. Scan the badge.

Use cases.

- If you scan your badge before measuring the temperature.
 - You get an error indicating to check temperature first.
- If you scan your body temperature and:
 - Temperature is $<37.5^{\circ}\text{C}$ and face mask is properly in place
 - **Access procedure is complete**
 - Temperature is $<37.5^{\circ}\text{C}$ and face mask is not in place
 - The badge reader is not enabled. **Repeat the procedure.**
 - Temperature is $>37.5^{\circ}\text{C}$
 - A local alarm is emitted. You are allowed to repeat the measurement. If temperature is still $>37.5^{\circ}\text{C}$ **please alert the guards and apply the designated protocols.**



PRIVACY

No personal data or picture is stored.
The body scanner is use ONLY for enabling the badge reader.

Finalità del trattamento: prevenzione dal contagio da COVID-19
Base giuridica: implementazione dei protocolli di sicurezza anti-contagio ai sensi dell'art. art. 1, n. 7, lett. d) del DPCM 11 marzo 2020.

