

Subject: [IMPORTANT] Notice of Vaccination

To all dispatched / contracted staff of Staff Service Group (Techno Service)

We would like to inform you about the 「Staff Service Group (Recruit Group) Vaccination」 posted on our [website's home page](#) the other day.

< How to make an appointment >

1. Access the website for booking vaccines (following URL)

<https://vaccine-info-recruit.org/en/>

Your ID is

19 and your Techno Service staff code (8 digits)

e.g. **19**61234567

Your password is

Your birthday as year, month and day

e.g. 19900731

2. Follow the instructions on the screen to select the preferred location, date, and time for making an appointment for the vaccination.

* You will be asked to make an appointment for the first and second (4 weeks after the first vaccination) vaccinations at the same time.

*The appointment for the second vaccination will be scheduled 4 weeks after the first vaccination at the same time as the first vaccination because the specified 4-week vaccination interval must be observed as a general rule in this workplace vaccination program.

Check the guide on how to book the vaccine

https://vaccine-info-recruit.org/vaccine_manual_recruit_en_pre.pdf

< On the vaccination day >

1. Before leaving home, please check your temperature and confirm that you are feeling well.

2. On the vaccination day, please wear clothing that allows easy access to your shoulder for vaccination.

3. Please bring the following:

- (1) ID card (health insurance card, zairyu card, driver's license, passport, etc.)
 - (2) Ticket for vaccination (if you have received it from the municipality)
 - (3) Screening form (please fill out the form in advance and bring it with you. See the instructions below for how to fill out the form)
 - (4) Immunization record (for the second vaccination)
4. The vaccine to be used is manufactured by Moderna, Inc.
5. The vaccination process will take about 30 to 60 minutes.

The reception will open 5 minutes before your appointment. Please make sure that you arrive in good time.

6. We ask that you make every effort not to cancel your appointment without giving notice, as not to waste valuable vaccines.

However, if you must change your booked appointment, follow the instructions below.

Before the first vaccination: On the dedicated website for booking appointments, cancel the current appointment and make new appointments

After the first vaccination: Call the dedicated call center to reschedule the second appointment (* it cannot be changed on the dedicated website for booking appointments)

< How to fill out the screening form >

Please fill in the required information in the screening form if you have already received it, or download and print it from the following URL if you have not received it.

<https://www.mhlw.go.jp/content/000739379.pdf>

English version: <https://www.mhlw.go.jp/content/000759454.pdf>

* The English version cannot be submitted. Please fill out and submit the Japanese version with reference to the English version.

< If you are going to receive the vaccination at Grand Tokyo South Tower >

For security reasons, you will have to receive a "guest card" when entering the building.

On the day of the vaccination, a reception counter will be installed in the lobby on the

2nd floor. Please receive a card from the receptionist.

< Means of transportation to the vaccination site >

Please use public transportation because you may feel unwell due to adverse reactions after the vaccination.

■ Dedicated call center for Recruit Group workplace vaccination program

TEL 03-6219-8415

Weekdays, 10:00 to 20:00; Saturdays, Sundays, and holidays, 10:00 to 17:00 (support is available in English)