

Guideline on disease control of COVID-19 (Novel Coronavirus) in fashion shows

Revised as of Feb. 12th, 2021

The Japan Fashion Week Organization

1. Introduction

Based on the government's "Basic Policies for Novel Coronavirus (COVID-19) Disease Control by the Government of Japan" (decided by the Headquarters for Novel Coronavirus Disease (COVID-19) Control, on March 28th, 2020 (revised on May 21st, 2020), hereinafter indicated as "Basic Policies"), and instructions to create a guideline indicated in the "Situation analysis/advise on disease control of the Novel Coronavirus (COVID-19) (drawn on May 4th, 2020)" by the Novel Coronavirus Expert Meeting, this guideline has been drawn up to lay out and organize basic articles on measures to prevent the spread of COVID-19 which should be followed in executing fashion shows (including installation form fashion shows, in addition to runway shows, etc.).

In drawing up this guideline, the "Guideline on disease control of the Novel Coronavirus (COVID-19) in music concerts (drawn on July 10th, 2020)" was used as a reference, in addition to consultation/advice from the government and experts. In addition to basic articles which should be carried out by brand related persons and production related persons, it indicates measures which should be carried out for/by guests, both invited and general, in fashion shows which are carried out both indoors and outdoors. Furthermore, in case of holding behind closed doors shows (live transmission of shows without any audience. Including shows which are shot and transmitted on-line, etc.), this is a guideline to be utilized by brand related persons and production related persons as a preventive measure. The contents of this guideline are due to be changed and revised appropriately, depending upon revisions in disease control policies, in addition to changes in infection situations, opinions and/or advice from experts, etc.

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2. Basic approach in disease control/prevention of spread

From the findings of experts up to now, it has become known that the main routes of infection are through “infection by contact” and “infection by spray/aerosol (or micro-spray)”. Furthermore, it has become known that infectivity is strongest during subclinical/unaware states, 1 or 2 days prior to the onset of symptoms, and the importance of making countermeasures against cluster has been pointed out. Therefore, in operating fashion shows in which many guests gather, as measures for disease control and prevention of spread, we are placing principal objective on decreasing the risk of “infection by contact” and “infection by spray/aerosol” as much as possible, around the venue, along with before/during/after the show, and if in case infection occurs, to be able to trace the infection route.

Brands planning to hold shows with guests at a rented venue, in holding your show, we ask that you consult with venue management, along with related parties of the local government at which the venue is located, and carry out disease control/prevention of spread measures as much as physically and economically possible. Measures must be made for brand staff along with production staff of course, but in addition, effort must be made in enlightening guests by carefully explaining the disease control/prevention of spread measures being carried out before/after/during the event, and urge understanding towards “active participation” to guests.

Brands must make maximum effort in placing disease control/prevention of spread measures to any/all staff (hereinafter indicated as “Show Staff”) and persons related to the show, including models and other performers, not only during the show but throughout prior meetings at the office and/or preparatory production processes, such as rehearsals, etc. Furthermore, please make the same proper efforts in disease control/prevention of spread measures at the office, studio, and in use of venues.

It is known that if/when the 3 conditions (so-called “3Cs”) of ①closed space (areas/rooms which are closed with little or minimum ventilation), ②crowded space (areas/rooms which are highly populated with a crowd of people), ③close proximity (cases/scenes in which conversation or speaking is done in a proximity close enough to touch one another) exist, the risk of infection spread, in other words the risk of prompting “infection by contact” and “infection by spray/aerosol”, is especially high. This guideline aims at preventing infection to self, thereby preventing spread to others, by thoroughly avoiding such situations.

Based on the above, please make sure to make the following well known to both Show Staff and guests, share the “Basic Rules of Action” as a rule to be followed and carried out by all, and be sure to thoroughly

carry out disease control measures. In drawing up specific measures, please refer to and include the guidelines of your venue in your plan.

”Basic Rules of Action” which should be shared among Show Staff and guests:

- Basic disease control: Measures against infection by contact and infection by spray/aerosol
 - Securing of physical distance, preferably 2 meters apart (at least 1 meter)
 - Avoiding the “3Cs” (closed space / crowded space / close proximity)
 - Curtailment of contact opportunities
 - Avoid speaking in a loud voice or loud conversation
 - Absolute wearing of masks / carrying out of cough etiquette
 - Strict enforcement of washing hands / sterilization of hands and fingers
 - Management of body temperature (checking body temperature, health conditions)
- Basic disease control within the show venue
 - Mandatory wearing of masks as a fundamental rule (if/when there is a chance of being in contact with a person without a mask, please consider doubling protection by wearing a face shield in addition to a mask)
 - Regardless of one’s duties, whether they are production staff including performers / models, guests or venue management personnel, the distance to be maintained between people is preferably 2 meters (at least 1 meter)
 - ※This includes any/all activities, including waiting lines to enter/exit, bathroom, selling/buying of food/drinks (if applicable), waiting at the lobby, etc., setting up/removal of sets, etc.
 - Dissemination of “Basic Rules of Action” through oral announcements, announcement boards, etc. within/outside the venue
 - Prior notice to guests that “if in case one does not follow instructions/rules laid down by the host, they can/will be asked to leave the venue, etc.”
 - Decrease of contact opportunities by introduction/use of electronic payment

3. Specific measures which should be carried out by Show Staff

All Show Staff, including staff related to the brand and staff related to production, should take to heart that “a single mistake of one event could ruin the sense of security and/or sense of trust from society, thereby marking unsavory influences in events, the fashion industry, and society as a whole thereafter”, and therefore, every single staff must stay alert in carrying out one’s job. If you feel ill at all, please rest. At the same time, it is necessary for the brand staff and production staff to construct an operation in which backup is possible if/when needed, in such case that staff become absent due to feeling ill.

3-1. Disease control/prevention of spread for Show Staff

- Every morning temperature taking of Show Staff is mandatory, and if/when a person shows any of the following symptoms, they are to be taken off duty.
 - Person who has symptoms of fever, coughing, diarrhea, taste disorder, smell disorder, languor, shortness of breath, etc. one day before going on duty
 - Person who has been in close contact with a person infected with COVID-19 within the past 14 days
 - Person living with family and/or have friends showing symptoms which could be due to being infected, within the past 14 days
 - Person who has been in close contact with a visitor and or resident from a country and/or area the Japanese government is imposing immigration restrictions, country and/or area the Japanese government is not restricting but designated as need for observation upon entry, within the past 14 days
 - Person who has tested positive for being infected by COVID-19, and is presently being instructed by a physician to stay home
- With the exception of cases in which expression is impaired and absolutely essential, as a rule we are enforcing the absolute wearing of masks at all times, washing/sterilization of hands/fingers. If in case performers are unable to wear masks during their performance, we will enforce the items indicated in “3-2 Maintaining of physical distance among Show Staff” surely and to the letter.
- Making of a staff list, including information on emergency contact name/number, working schedule of Show Staff, is mandatory.
- The staff list must be kept for at least 3 weeks. In advance, each individual Show Staff, must acknowledge/understand/agree to the information indicated on the list being submitted public organizations, such as the Public Health Care Center, etc., if/when it becomes necessary.

- From the standpoint of protection of private information, the party drawing up the staff list (mainly brands), must make ample effort in the safekeeping of the list. (If/when it becomes known on a later date that an infected person was present at the venue, it is assumed that submission of the list to the Public Health Care Center, etc. will become necessary. Therefore, it is necessary to acquire the understanding and consent from each individual person, in advance)
- Considering the infection situation of the area at which the event will be held, for staff whom have possibilities to be in contact with people not wearing masks, we recommend doubling protection by having them wear a face shield in addition to a mask.
- We recommend that each staff install the COVID-19 contact confirmation application COCOA in their smartphone and undergo operational verification every time they enter the venue.

3-2. Maintaining of physical distance among Show Staff

- By having Show Staff carry out multiple duties and/or reinforcing other devices, limit the number of Show Staff to a bare minimum so that a physical distance aimed at 2 meters (at least 1 meter) between staffs can be secured.
- If/when the securing of physical distance is difficult, other measures such as placing partitions, using face shields, etc., which have the same effect as maintaining physical distance must be made.
- In effort to limit Show Staff to a bare minimum, devices such as reexamining operation processes, etc., need to be made.
 - Establish ample time in preparations, rehearsals, removal, etc., in effort to prevent creating a crowded/close situation
 - Do not allow people who are not essential to the operation of the show, such as observers, family/friends of staff, etc., to be present at the venue. If in case there is any doubt that physical contact cannot be avoided, infection prevention measures must be planned including the possibility of cancelling.
 - Furthermore, carry out ample disease control measures during preparatory production processes done outside the venue, such as prior meetings at the office, model auditions at studios, rehearsals, etc.

3-3. Food and catering

- Catering style food serving is basically not allowed. If in case it is absolutely necessary, a style in which all food is covered to prevent surface infection must be taken, along with providing 1 serving

worth at a time. Furthermore, drinks must be provided in 1 serving sized bottles/cans. Buffet style serving of food is prohibited.

- When eating, please aim at securing a physical distance of preferably 2 meters (1 meter at least). If the securing of physical distance is not possible, take other measures such as appointing time slots and dividing into several groups, setting up partitions, arranging seating so people do not sit facing each other, etc.
- Staff handling food must wash/sterilize hands/fingers prior to serving.
- Please refrain from talking during meals. Conversation should take place after meals are finished, wearing a mask.

3-4. Disease control on the runway and on-stage

- For performers, please aim at securing a physical distance of preferably 2 meters (1 meter at least), before/during/after the show. Furthermore, physical contact must be avoided.
- Because there is danger of infection by spray/contact on and around the runway/stage, if performers are not wearing masks, production staffs working near these areas should double protection by wearing a face shield over a mask, wash/sterilize hands/fingers before starting activities, and thoroughly sterilize tools/equipment/objects/surroundings. (reference: Disinfection/sterilization of the Novel Coronavirus (Special page established by the Ministry of Health, Labour and Welfare, Ministry of Economy, Trade and Industry, and Consumer Affairs Agency) | https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/syoudoku_00001.html)

3-5. Hair/makeup and costume

- Models and hair/makeup staff must wash/sterilize hands/fingers before/after hair/makeup, and staff must aim at securing a physical distance of preferably 2 meters (1 meter at least) between each other. Furthermore, 1 set of hair/makeup tools for each performer. Do not reuse among individuals.
- Every hair/makeup staff must wear masks at all times (double with face shield in situations when close contact is required).
- Before/after the wearing/taking off costumes, both models and costume staff must wash/sterilize hands/fingers.

3-6. Stage set and artwork

- Stage set and artwork staff shall not share use of tools.
- Please be sure to carry out frequent washing/sterilization of hands/fingers, and sterilization of tools/objects/surrounding, both before/after activities.

3-7. Bathroom

- Please indicate to always flush the toilette with the toilette seat cover closed.
- Use paper towels or prepare towels for each individual. Hand dryers may not be used.
- Places/items which are touched by many and unspecified people such as doorknobs, must be sterilized periodically.
- Hands must be thoroughly washed with soap after use of toilette.

3-8. Ventilation

- In using a venue, “30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability” of both venue guest areas and all backrooms/waiting rooms within the venue, must be confirmed with venue management in advance.
- Through consultation with venue management, prior to the event, lay down ventilation rules for each area/room to secure ventilation of “over 30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability”, and strictly carry out the rules periodically during use of the venue.
- At all times, including during the show, after interviews, etc., keep open all doors, windows, openings as much as possible, to actively continue ventilation.
- Backstage (fitting rooms, hair/makeup rooms, etc.), guest waiting rooms, staff rooms must also be continuously ventilated at all times.
- In carrying out periodical ventilation at cold regions, make sure to maintain room temperature while ventilating, devise efforts to maintain humidity by using humidifiers, etc., and in places where close proximity/high population is highly likely to arise, monitoring the ventilation level by using tools such as a CO2 monitors, etc is advised.

3-9. Clean up/discarding of trash

- Staff taking care of cleaning up and/or discarding of trash must wear masks and gloves at all times, along with periodical changing of gloves as necessary.
- Hands/finger must be thoroughly washed/sterilized both before/after each activity.

3-10. Measures to be taken if/when a possible infection case arises

In addition to adjusting with disease control guidelines laid down by the venue at which the show is being held, please plan and prepare to carry out the following measures as much as possible.

Staffs who will be dealing with such situations must thoroughly wear masks, plastic apron, face shield and gloves. During the process of putting on such protective gear, try not to touch surrounding objects unnecessarily. Once your duty is done, take off the protective gear in the specified order, discard the protective gear in a specified trash box, and thoroughly sterilize hands/fingers.

Furthermore, depending upon the situation, put effort in grasping the true infection situation of the area where the venue is located, by cooperating with the public health care center, etc.

- A. Steps to be taken for Show Staff (all staff) when a possible infection case arises within the venue
- Prior to the event, together with venue management, contact the nearest local Public Health Care Center and Coronavirus Support Center to confirm who/where to contact if such case arises or guests with flu-like symptoms come to the venue, and conveyance procedures (in case it becomes necessary). Furthermore, also contact and confirm cooperation with candidate hospitals regarding admittance.
 - If/when such case arises, first ① put a mask on the possible infected person, ② guide possible infected person to a private room or space segregated by partitions, etc. secured in advance and designated as “entry of other people prohibited (room/space with good ventilation recommended)”, ③ wait for instructions. As specified above, contact the nearest local Public Health Care Center through venue management, and wait for instructions.
 - (Based on instructions from the Public Health Care Center) Have the possible infected person enter a stay-home state. If necessary, contact the hospital priorly contacted for cooperation, request admittance of patient, and if admittance accepted, transport to hospital by method designated by the hospital.

B. If/when a case of possible infection arises among Show Staff

- It is essential to promptly put the person in question in isolation and avoid contact with others as much as possible. Promptly contact the Public Health Care Center for instructions and cooperate to theirs and other official channel's oral surveys to provide necessary information. Following instructions of the Public Health Care Center, the staff in question must be made to return home promptly if necessary and stay home.
- If it becomes necessary for a staff to rest at home due to symptoms such as a fever, their condition must be checked/confirmed daily, and if necessary, be made to be tested for COVID-19. Even if the test result is negative, we recommend that the staff in question not be allowed to participate for over 48 hours after the symptoms have subdued.

C. If/when guests shows symptoms of possible infection

- Promptly guide possible infected guest to a private room/space segregated by partitions, etc., and have them avoid contact with others as much as possible. (In cooperation with venue management) Contact the nearest local Public Health Care Center and/or Coronavirus Support Center and follow their instructions.

3-11. Making widely known/understood

- Please make the following widely known and understood by all Show Staff.
 - Thorough carrying out of cough etiquette, absolute wearing of masks, and thorough washing/sterilization of hands/fingers
 - Thorough securing of physical distance (preferably 2 meters, 1 meter at least)
 - Recommend downloading/installing of COCOA, the COVID-19 contact confirmation application, and/or other informing services provided by each region

4. Specific measures which should be made in use of venue/setting up, etc.

In choosing a venue, we recommend choosing an establishment clearly indicating/carrying out specific disease control measures and has acquired a "Declaration of thorough disease control sticker", prescribed by the local government of where the establishment is located. Furthermore, please try to choose a venue with ample space, able to secure a preferably 2 meters (at least 1 meter) physical distance among guests.

4-1. Basics

- Set up alcohol sterilizations at the staff entrance and backstage (fitting room, hair/makeup room, etc.) to promote hand/finger sterilization.
- Items/objects/fixtures/equipment which have a high probability of being touched by Show Staff, such as doorknobs, handrails, etc., must be sterilized frequently.
- Choose/limit the staff handling equipment/fixtures/tools/etc., to avoid shared use by an unknown number of people.
- Under the instructions of venue management, draw up/carry out ventilation rules, and confirm rules are being followed properly.
- Small spaces such as studios, installation halls, etc. must be ventilated frequently. Furthermore, at large scale establishments such as halls/arenas, fully open doors and/or windows on both sides of the venue periodically, along with utilizing ventilation facilities to ventilate. If/when the venue lacks in ventilation power/functions, devise ways to ventilate properly, by using fans, circulators, etc. to raise ventilation effects.
- In using a venue, “30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability” of both venue guest areas and all backrooms/waiting rooms within the venue, must be confirmed with venue management in advance.
- Through consultation with venue management prior to the event, lay down ventilation rules for each area/room to secure ventilation of “over 30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability”, and strictly carry out the ventilation rules periodically during use of the venue.
- Backstage (fitting rooms, hair/makeup rooms, etc.), waiting rooms, staff rooms must also be continuously ventilated at all times, and items/objects/fixtures such as doorknobs, chairs, etc. which have the possibility of being touched, must be sterilized periodically.
- For areas in which guests are allowed to be within the venue (entrance/exit, bathrooms, places/things that have a possibility to be touched), must also be sterilized frequently.

4-2. Securing of physical distance between guests and performers (prevention of infection by spray and/or infection by contact)

- The distance between the runway/stage and guest seating must be preferably 2 meters (at least 1 meter). If in case the production of the show requires models to shout/scream on stage, a physical distance of at least 2 meters between the runway/stage and guests must be secured.

In large scale venues such as arenas, domes, etc., in addition to the distance between guest seating and runway/stage, a safe physical distance between guests in traffic within the venue (including difference of elevation between stage) must be secured.

4-3. Handling of standing at guest seating areas

- In view of present infection situations, from the standpoint of prevention of infection by contact and/or spray among guests, avoid full standing in guest seating areas, set pipe chairs at standing spaces, thereby fixing position of guests.
- In operating of standing areas, the infection situations of venue areas must be considered, along with holding consultation with each local government and other related local authorities, and you must abide to the rules/regulations of each local government.

4-4. Handling of ventilation of the venue

- In using a venue, “30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability” of both venue guest areas and all backrooms/waiting rooms within the venue, must be confirmed with venue management in advance.
- Through consultation with venue management, prior to the event, lay down ventilation rules for each area/room to secure ventilation of “over 30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability”, and strictly carry out the ventilation rules periodically during use of the venue.
- Thoroughly consider the ventilation ability of the venue’s facilities in addition to consultation with venue management, and if necessary, raise ventilation effect of the venue by additionally arranging for and setting up ventilation equipment/tools, such as large-scale fans, circulators, etc. In such case, it is more effective to arrange large-scale fans/circulators to face opened doors and/or windows, blowing wind in one direction.
- The aim is to “secure a 30 square meters/person/time (building ventilation standard recommended by the Ministry of Health, Labour and Welfare) ventilation ability”.
- Based on the venue’s standard facilities and functions, along with considering guest reactions etc. towards the show’s contents/style/form, and consultation with venue management, openings such as doors, etc. should be opened during intervals.

4-5. Waiting line inside and outside the venue

- In situations in which waiting lines are necessary (entrance/exit, waiting to use the bathroom, etc.), try to lay down footmarks or some kind of marker to indicate standing positions so that guests can stand in line with secured physical distance (preferably 2 meters apart, at least 1 meter).
- In situations/areas in which face-to-face correspondence of guests is required, establish preventive measures against infection by spray, such as setting up acrylic boards and/or transparent vinyl curtains, etc.

(Note) If/when utilizing transparent vinyl curtains for protection against infection by spray, take notice of the following points, in view of fire prevention.

- (1) Basically, do not place near facilities/equipment using fire or incandescent lamps, etc. However, if it is necessary to place near such facilities/equipment from a disease control standpoint, use nonflammable materials (fireproof, incombustible, fireproofed goods, etc.)
 - (2) If made of same material, from a fire prevention standpoint, board forms are more advisable than thin film forms.
 - (3) If you have questions or unclear on something, consult the local fire station.
- If/when baggage inspection is necessary, confirm only by sight. If staff touches guest's belongings, always wash/sterilize hands/fingers immediately afterwards.

5. Specific measures to be taken by Show Staff for show contents

- Guest participation style production is prohibited.
- (Carefully considering the venue atmosphere) Please be sure to secure ample intervals for guests, to carry out venue ventilation. During intervals, take notice of the following points.
 - Make known that masks must be worn at all times, guests must secure a physical distance of preferably 2 meters (1 meter at least) at the lobby and/or foyer, along with trying to avoid conversations with one another as much as possible.
 - Establish ample time for intervals and make known to differentiate time so that guests do not use bathrooms, lobby, foyer all at the same time, thereby avoiding crowds.
 - Make known to avoid shouting or loud voicing such as bravo, and limit to clapping only.
- Consider having announcements made by performers also, to disseminate "Basic Rules of Action" to guests.

6. Specific measure to be made for guests

As for number of guests, if/when the following conditions are fulfilled, the venue may be used up to within its 100% legal capacity. However, if/when the venue's legal capacity allows over 10,000 people, the number of guests must be limited to 50% of the legal capacity. If the legal capacity of the venue is under 10,000, the upper limit of the number of guests allowed is 5,000 people.

- (1) From past performances of performers of that particular show, it is proven that they do not carry out performances which induces loud voicing/rooting or sing-along by guests, during their performance (if the performers do not have any past performances to present as proof, consider by comparing with other similar events, and make sure that loud voicing/rooting or sing-along by guests is not a prospective of their performance).
- (2) From past performances, those in which thorough infection prevention measures towards individuals can be taken, including the wearing of masks.
- (3) Performances in which contains infection control measure guidelines, such as the maintaining of physical distance between guests and voicing performers, and such infection control measures will be thoroughly carried out. However, even if masks are worn and conditions in this guideline are fulfilled, if due to the character of the show, loud voicing/rooting, sing-along by guests is supposed or can be assumed, the number of guests must be limited to 50% of the legal capacity of the venue.

Listed below are articles which must be made known to guests (articles which require prior consent). Basically, we recommend handling digitally. We are indicating the following as specific measures (examples).

- ① When sending invitations (when purchasing tickets in cases of tickets being sold to the general public)
- ② Confirm at entrance on day of event (basically Web registration. Hand-written registration accepted)

Furthermore, if in case tickets are being sold, as an exception in view of disease control and prevention of infection spread, if a guest refrains from participating due to self-assessment of ill health conditions, basically, their ticket fare shall be refunded. However, this applies to purchased ticket fare only. This does not apply to other costs incurred in relation, such as transportation costs, etc.

6-1. Prior submission of a self-assessment form (written acknowledgement) (example):

After invitations are transmitted/tickets are purchased, before digital invitation/tickets are sent

- Have guests confirm/pledge and/or assent to the following articles, prior to coming to the venue.
 - Registration of personal attribute (name, birthdate, address, contact number)
 - Pledge that they have not tested positive for COVID-19, nor are they presently instructed by a physician to stay home
 - Will bring a mask and wear it at all times during the show
 - In view of infection situations of the areas at which the show is being held, if/when requested/handed out by Show Staff, will agree to wear a face shield in addition to a mask
 - Consent to the possibility of having contents of self-assessment submitted to authorities such as the Public Health Care Center, if/when it is found out later that an infected person was present at the venue
 - Consent to the policy that digital invitations/tickets will be sent only to those guests submitting a self-assessment assenting to the above contents
 - Consent to installing the COVID-19 contact confirmation application (COCOA) and/or other informing services provided by each region, prior to coming to the event, and operating the application before/after the show

6-2. Submission of a self-assessment (Web registration) on the day of the show (example)

- If/when all the following articles (examples) apply, the guest may enter the venue.
 - Has not been to nor have been in close contact with a visitor and/or resident from a country/area the Japanese government is imposing immigration restrictions, country/area the Japanese government is not restricting but designated as need for observation upon entry, within the past 14 days
 - Took their temperature that day, before coming to the venue, and had no fever (consider carrying out a temperature check by thermometer at the entrance)
 - Does not have symptoms of fever, cough, diarrhea, taste disorder, smell disorder, languor, shortness of breath, etc.
 - Has not been in contact with a person testing positive for COVID-19

- No family member living in the same residence or close acquaintance showing possibility of infection
- Has not tested positive for COVID-19, nor is presently instructed by a physician to stay home
- Will bring a mask, and wear it at all times during the show
(note) Make mask wearing mandatory, and if/when a guest does not bring or have, refuse entry or hand out from host
- In view of infection situations of the areas at which the show is being held, if/when requested/handed out by Show Staff, will wear a face shield in addition to a mask
- As in the case of general prohibited actions, consent to being asked to leave if/when they do not follow staff instructions, and that in such case, ticket fare will not be refunded
- Will come to the venue with the COVID-19 contact confirmation application (COCOA) and/or other informing services provided by each region, installed in advance, and have it in an operational state
- Will register the names/contact numbers of all persons participating in the event
- Consent to having registered information submitted to local government and/or Public Health Care Center if requested, when a person testing positive arises, etc.

6-3. Prohibited activities within the venue

- In addition to generally prohibited activities (acts which annoy other guests, etc.), make known in advance that, if in case guests do not follow staff instructions pertaining to disease control and/or prevention of infection spread inside/outside the venue, there is a possibility the guest will be asked to leave.
- Acts in question (proposal): Loud voicing, moving between seats, etc.
- If/when there is such a person who speaks loudly/shouts, each person will be cautioned individually

6-4. Carrying out of time-difference entry and exit (prior announcement article)

- [At entry] Announce in advance. for guests to plan for ample time to enter.
- [To exit] The show host shall carry out a regulated exit, by appointing seat blocks and guiding guests out by seat rows, thereby securing physical distance among guests during the move. Announce and explain the operation to be heard throughout the whole venue, and physically carry

out the guiding to the exit by staff (as mentioned earlier, exit guests by seating blocks, and place staff along the line of movement).

- Depending upon the accessibility of the venue, please consider also instructing the route to the nearest train station, to secure physical distance of guests in the surrounding areas of the venue.

6-5. Reporting of infected person (person testing positive)

- If/when you receive contact from local government and/or Public Health Care Center after the show to this regard, promptly submit all self-assessments of both guests and staff as information.
- If/when you find out an infected person (person testing positive) is/was at the venue on the day of the event, you must promptly report so.

6-6. Cooperation request articles for disease control/sanitation

- Heads-up towards deceleration and dispersed use of public transportation, use of restaurants, etc.
- The wearing of masks (if a person is not wearing, they shall be cautioned individually).
- Setting up of sterilization liquid posts, and the frequent sterilization of hands/fingers, starting with at entry.
- Do not touch venue facilities/equipment as much as possible.
- Securing/maintaining of physical distance among guests and/or Show Staff.
- Voluntarily refrain from conversation at the lobby, foyer, while sitting down, and eating.

6-7. Meals and catering

- Serving of food in catering style is basically prohibited. If in case it is absolutely necessary, measures to prevent surface contamination must be made for all/any foods, along with service of one portion at a time. Furthermore, serving of drinks must be done in one serving containers, such as bottles or cans. Buffet style serving is prohibited.
- During eating, effort should be made in securing a physical distance of preferably 2 meters (1 meter at least). If it is not possible to secure such physical distance, meals must be taken under various devices such as appointing into groups and differentiating meal time slots, setting up of partitions, everyone facing the same direction while eating thereby preventing being seated facing one another.
- Staff entrusted with serving/handling meals must thoroughly sterilize hands/fingers before serving.
- Conversing during meals is prohibited. Conversations must take place after finishing eating, with masks in place.

- Eating/drinking in areas other than those prepared/sterilized with infection control measures, is prohibited. Especially in venues which the number of guests/staff exceeds 50% of its legal capacity, please prohibit eating/drinking at guest seating areas.

7. Method of deciding on holding event or not ~ regarding the cooperative consultation structure with the local authorities

Whether or not a show can be held will be decided upon through risk assessment of infection situations of the area at which the show will be held, and negotiations/consultations between local government and show host. Therefore, building a cooperative consultation structure between the local social structure of the area at which the show will be held (local government, social health authorities, venue management, etc.) and host of the show, is essential.

- Articles which should be considered (risk assessment): Decide in totality, considering the situations of the following
 - Infection situation of the area the venue is located (surrounding areas of the venue ~ prefecture of the venue ~ region of the venue ~ Japan as a whole)
 - Situation of local medical system
 - Situation of transportation of guests to the venue
(note) If/when the venue is located at a place which requires staying overnight, we recommend you choose a facility actively taking disease control measures.
 - Reporting and transporting system of infected person, if/when such situation arises among Show Staff and/or guests
→ Sharing of the decision-making process of whether or not to hold show (including day of event)
- For events that involves wide spread traveling across Japan, and/or events that involve over 1,000 participants, discuss/consult the metropolis and districts involved in advance, including capacity limitations.
- Announce in advance in HPs, etc. that you will be carrying out an event in accordance with individual industry guidelines set forth by each venue.
- In the end, base final decision on discussions/consultations among all related parties, including local government authorities.

- Related parties:
Local government (metropolis and districts, municipalities) of venue location (area where the venue is located), local health authorities, local police/fire authorities, venue management, show host/show performers (companies/organizations performers belong to)
- Cooperative structure among related parties:
Considering that infection situations change by the minute we suggest holding periodical conferences.

End

- Example of practicing “New Lifestyle” (cited from the Ministry of Health, Labour and Welfare HP)

「新しい生活様式」の実践例

(1) 一人ひとりの基本的感染対策

感染防止の3つの基本：①身体的距離の確保、②マスクの着用、③手洗い

- 人との間隔は、できるだけ2m（最低1m）空ける。
 - 会話をする際は、可能な限り真正面を避ける。
 - 外出時や屋内でも会話をするとき、人との間隔が十分とれない場合は、症状がなくてもマスクを着用する。ただし、夏場は、熱中症に十分注意する。
 - 家に帰ったらまず手や顔を洗う。
人混みの多い場所に行った後は、できるだけすぐに着替える、シャワーを浴びる。
 - 手洗いは30秒程度かけて水と石けんで丁寧に洗う（手指消毒薬の使用も可）。
- ※ 高齢者や持病のあるような重症化リスクの高い人と会う際には、体調管理をより厳重にする。

移動に関する感染対策

- 感染が流行している地域からの移動、感染が流行している地域への移動は控える。
- 発症したときのため、誰とどこで会ったかをメモにする。接触確認アプリの活用も。
- 地域の感染状況に注意する。

(2) 日常生活を営む上での基本的生活様式

- まめに手洗い・手指消毒 咳エチケットの徹底
- こまめに換気（エアコン併用で室温を28℃以下に） 身体的距離の確保
- 「3密」の回避（密集、密接、密閉）
- 一人ひとりの健康状態に応じた運動や食事、禁煙等、適切な生活習慣の理解・実行
- 毎朝の体温測定、健康チェック。発熱又は風邪の症状がある場合はムリせず自宅で療養



(3) 日常生活の各場面別の生活様式

買い物

- 通販も利用
- 1人または少人数ですいた時間に
- 電子決済の利用
- 計画をたてて素早く済ます
- サンプルなど展示品への接触は控えめに
- レジに並ぶときは、前後にスペース

娯楽、スポーツ等

- 公園はすいた時間、場所を選ぶ
- 筋トレやヨガは、十分に人との間隔をもしくは自宅で動画を活用
- ジョギングは少人数で
- すれ違うときは距離をとるマナー
- 予約制を利用してゆったりと
- 狭い部屋での長居は無用
- 歌や応援は、十分な距離かオンライン

公共交通機関の利用

- 会話は控えめに
- 混んでいる時間帯は避けて
- 徒歩や自転車利用も併用する

食事

- 持ち帰りや出前、デリバリーも
- 屋外空間で気持ちよく
- 大皿は避けて、料理は個々に
- 対面ではなく横並びで座ろう
- 料理に集中、おしゃべりは控えめに
- お酌、グラスやお猪口の回し飲みは避けて

イベント等への参加

- 接触確認アプリの活用を
- 発熱や風邪の症状がある場合は参加しない

(4) 働き方の新しいスタイル

- テレワークやローテーション勤務 時差通勤でゆったりと オフィスはひろびろと
- 会議はオンライン 対面での打合せは換気とマスク

※ 業種ごとの感染拡大予防ガイドラインは、関係団体が別途作成

- **Examples of oral and board announcements inside and outside the venue** (cited from the Ministry of Health, Labour and Welfare HP)

感染症対策

へのご協力をお願いします

新型コロナウイルスを含む感染症対策の基本は、「手洗い」や「マスクの着用を含む咳エチケット」です。

① 手洗い 正しい手の洗い方

手洗いの前に、爪は短く切っておきましょう。時計や指輪は外しておきましょう。

- 流水でよく手をぬらした後、石けんをつけ、手のひらをよくこすります。
- 手の甲をのばすようにこすります。
- 指先・爪の間を念入りにこすります。
- 指の間を洗います。
- 親指と手のひらをねじり洗います。
- 手首も忘れずに洗います。

石けんで洗い終わったら、十分に水で流し、清潔なタオルやペーパータオルでよく拭き取って乾かします。

② 咳エチケット 3つの咳エチケット

電車や職場、学校など人が集まるところでやる

マスクを着用する (口・鼻を覆う) ティッシュ・ハンカチで口・鼻を覆う 袖で口・鼻を覆う

咳やくしゃみをする

正しいマスクの着用

- 鼻と口の両方を確実に覆う
- ゴムひもを耳にかける
- 隙間がないよう鼻まで覆う

咳やくしゃみを手でおさえる

首相官邸 [詳しい情報はこちら](#)
厚生労働省

新型コロナウイルスの集団発生防止にご協力をおねがいします

3つの「密」を避けましょう!

① 換気の悪い
密閉空間



② 多数が集まる
密集場所



③ 間近で会話や発声をする
密接場面



新型コロナウイルスへの対策として、クラスター(集団)の発生を防止することが重要です。日頃の生活の中で3つの「密」が重ならないよう工夫しましょう。



3つの条件がそろう場所がクラスター(集団)発生のリスクが高い!

※3つの条件のほか、共同で使う物品には消毒などを行ってください。



首相官邸 [厚生労働省](#)

新型コロナウイルスの感染拡大防止にご協力をおねがいします

「密閉」「密集」「密接」しない!

●「ゼロ密」を目指しましょう。屋外でも、密集・密接には、要注意!

他の人と十分な距離を取る!



窓やドアを開けこまめに換気を!



屋外でも密集するような運動は避けましょう!
・少人数の散歩やジョギングなどは大丈夫



飲食店でも距離を取りましょう!
・多人数での会食は避ける
・隣と一つ席ほしに座る
・互い遠くに座る



会話をするときにはマスクをつけましょう!

5分間の会話は1回の咳と同じ



電車やエレベーターでは会話を慎みましょう!



首相官邸 [厚生労働省](#) [厚生労働省フリーダイヤル](#)
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