

Rakuten Fashion Week TOKYO



Novel Coronavirus (COVID-19) Infection control manual

This is manual to be shared by all brands and all related persons participating in Rakuten Fashion Week TOKYO.

Depending upon the venue, interpretations of the contents may vary, so please read each item carefully, and cope with as needed.

If/when using official venues (Hikarie, Hikarie Hall A, Omotesando Hills Space O), please be sure to also confirm the contents of the use of venue manual JFW has prepared for each venue.

If/when a person infected with the Novel Coronavirus (COVID-19) arises from participant staff and/or guests, there is a possibility the venue will be closed down and later participants unable to do their presentation.

With this in mind, please plan for solid, robust COVID-19 infection control measures.

Furthermore, if/when a person infected the COVID-19 is found out, you are expected to handle matters according to the contract.

2021.8.23

Japan Fashion Week Organization

For Novel Coronavirus (COVID-19) infection control

To plan for infection control of the Novel Coronavirus (COVID-19), JFWO has drawn up an infection control measures manual, based on “Basic Policies for Novel Coronavirus (COVID-19) Disease Control by the Government of Japan” issued by the Ministry of Health, Labour and Welfare, “Tokyo prevention of COVID-19 infection expansion guideline 1st edition” by the Tokyo Metropolitan Government, “Guideline on disease control of COVID-19 (Novel Coronavirus) in fashion shows” drawn on August 23th 2021, facility rules of Hikarie Hall/Omotesando Hills. We ask that all participants read this manual carefully and understand its contents thoroughly in carrying out events, putting effort in infection control.

Please note, the contents of this manual will be revised as necessary, depending upon social status, etc., based on discussions with venue management.

If/when carrying out a show with guests at a rented venue, please be sure to discuss with both venue management/local government at which the event is being held and confirm rules upon holding your show.

○ Basic approach in infection control/prevention of spread

From 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 states, 1 or 2 days prior to the onset of symptoms. The importance of making countermeasures against clusters has also been pointed out. Therefore, in operating fashion shows at which many people gather, as measures for infection control and prevention of spread, our principal objective is placed on decreasing the risk of “infection by contact” and “infection by spray/aerosol” as much as possible, and to be able to trace the infection route if in case infection occurs.

Brands planning to hold shows with guests at a rented venue, in holding your show, we ask that you consult/discuss with venue management, along with related parties of local

government at with the venue is located, and carry out infection control/prevention of spread measures as much as physically and financially possible. Measure must be made for brand staff along with production staff of course, but in addition, efforts must be made in enlightening guests by carefully explaining the infection control/prevention of spread measures you will be carrying out, thereby urging understanding towards an “active participation” of measures from guests.

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

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

With this in mind, please make sure to make the following well known and understood by 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 and surely carry out infection control/prevention of spread measures. In drawing up specific measures for your brand, 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 infection control: Measures against infection by contact and/or spray/aerosol
- Securing of physical distance, preferably 2 meters (at least 1 meter)

- Avoiding the “3Cs” (closed space/crowded space/close proximity)
- Curtailment of contact opportunities
- Avoid speaking in a loud voice/yelling or loud conversation
- Wearing of masks/carrying out of cough etiquette, an absolute (It is important to prevent gaps in order to obtain a sufficient effect of wearing a mask, and wear an appropriate mask according to the risk of infection.)
For information on how to wear a mask, refer to the Ministry of Health, Labor and Welfare website.
(https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00094.html)
- Strict enforcement of washing hands/sterilization of hands and fingers
- Health management (checking body temperature, health conditions)

1. Specific measure which should be carried out by Show Staff

All Show Staff, including staff related to the brand itself and staff related to production, should take to heart that “a single mistake of a single event could ruin the sense of security and/or sense of trust from society, thereby marking negative influences in events, the fashion industry, and society as a whole, thereafter”. 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 preparation of such case a staff is absent due to feeling ill.

1-1. Infection control/prevention of spread by Show Staff

- Make temperature taking of Show Staff mandatory, and if/when a person has any of the following symptoms, they are to be taken off duty.
 - Person with symptoms of fever, coughing, diarrhea, taste disorder, smell disorder, languor, shortness of breath, etc. on the day and one day before going on duty. (If you feel unwell, consult with your doctor or family doctor.)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/COVID-19-kokokusyassessyokusya.html

- Person who has been in close contact with a person infected with COVID-19 within the past 14 days
- Person living with 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 within the past 14 days, with a visitor from and/or resident of a country and/or area the Japanese government is imposing immigration restrictions, country and/or are the Japanese government is not restricting but designated as need for observation upon entry
- Person who has tested positive for being infected by COVID-19, and is presently being instructed to stay home by a physician
- Except for cases in which expression is impaired and absolutely essential, as a rule, masks must always be worn and washing/sterilization of hands/fingers. If in case performers are unable to wear masks during their performance, enforce the items indicated in “2-2. Maintaining of physical distance among Show Staff”, surely and to the letter.
- Must make a staff list, including information on emergency contact name/number, working schedule of Show Staff.
- 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 to 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 later 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, doubling protection by having them wear a face shield in addition to a mask is recommended.
- Having each staff install the COVID-19 contact confirmation application COCOA in smartphones and undergoing operational verification every time they enter the venue, is recommended.

1-2. Maintaining of physical distance among Show Staff

- Limit the number of Show Staff to a bare minimum by having them carry out multiple tasks and/or reinforcing other devices, so that a physical distance of preferably 2 meters (1 meter at least) 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 for preparations, rehearsals, removal, etc., in effort to prevent creating a crowded/close situation
 - Do not allow non-essential persons, such as observers, family/friends of staff, etc., to be present at the venue. If there is a risk that contact cannot be prevented, take measures while considering postponing the event.
 - Be sure to carry out ample infection control measures during preparatory production processes done outside the venue, such as prior meeting at the office, model auditions at studios, rehearsals, etc.

1-3. Show officials' food and catering

- Catering style food serving is basically prohibited. 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, 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 seats so people do not sit facing each other, etc. And, It will be provided in a form such as facing the same direction while avoiding the arrangement in front of it.
- Staff handling food must wash/sterilize hands/fingers prior to serving.
- Refrain from talking during meals. Conversation should take place after meals are finished, wearing a mask.
- Please refrain from eating and drinking outside the area where infection control measures have been taken.
- Please be aware of infection control during breaks and before and after the event.

1-4. Infection control on the runway and on-stage

- For performers, aim at securing a physical distance of preferably 2 meters (1 meter at least), before/during/after the show. Furthermore, direct physical contact must be avoided.
- Because there is high 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 the Consumer Affairs Agency) | https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/syoudoku_00001.html)

1-5. 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, do not reuse hair/makeup tools/equipment among individuals. In other words, 1 set of tools/equipment for each person.
- Every hair/makeup staff must always wear a mask (double with face shield in situations when close contact is required).
- Before/after the clothing/taking off of costumes, both models and costume staff must wash/sterilize hands/fingers.

1-6. Stage set and artwork

- Stage set and artwork staff shall not share use of tools.
- Be sure to carry out frequent washing/sterilization of hands/fingers, and sterilization of tools/surroundings, before/after activities.

1-7. Bathroom

- 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/objects 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.
- The hand dryer as a facility is used when it can be confirmed that it is regularly cleaned by alcohol disinfection or other appropriate cleaning method by checking the maintenance and cleaning status in advance.

1-8. Ventilation

- In using a venue, “30 square meters/person/time ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare)”

of both guest areas and all backrooms/waiting rooms within the venue, must be confirmed with venue management, in advance.

- Prior to the event, through consultation/discussion with venue management, lay down ventilation rules for each area/room to secure ventilation of “over 30 square meters/person/time ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare), and strictly carry out the rules periodically during use of venue.
- At all times, including during the show, after interviews, etc., keep all doors, windows, openings, etc. open as much as possible, to actively continue ventilation.
- Backstage (fitting rooms, hair/makeup rooms, etc.), waiting rooms, staff rooms must always also be ventilated continuously.
- In order to properly ventilate in cold regions, it is necessary to maintain the temperature and maintain the humidity at 40% or more as a guide, and to maintain the humidity with a humidifier. In addition, it is recommended to check the ventilation status with a CO2 monitor, etc., and maintain 1000ppm or less (*), especially in places where density is likely to occur. (* In the case of mechanical ventilation. In the case of window opening ventilation, it is a guide.)

1-9. Clean up/discarding of trash

- Staff taking care of cleaning up and/or discarding of trash must always wear a mask and gloves, along with periodical changing of gloves, as necessary.
- Hands/fingers must be thoroughly washed/sterilized before/after each activity.

1-10. 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, 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 aprons, face shield and gloves. While wearing such protective gear, try not

to touch surrounding objects unnecessarily. Once duty is done, take off the protective gear in the specified order, discard all the protective gear in a specified trash box, and thoroughly sterilize hands/fingers.

In addition, if necessary, we will endeavor to grasp the actual situation of infection in the area in cooperation with health centers.

A. Steps to be taken for Show Staff (all staffs) 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 also confirm conveyance procedures (in case it becomes necessary). Furthermore, also contact and confirm cooperation with candidate hospitals regarding admittance.
- If/when such case should arise, 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 mentioned above, contact the nearest local Public Health Care Center through venue management, and wait for instructions.

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 fever, their condition must be checked/confirmed daily, and if necessary, be made to be tested for COVID-19. Even if test result is negative, it is recommended that the

staff in question not be allowed to participate until over 48 hours have passed after the symptoms have subdued.

C. If/when guests show 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 instructions.

1-11. Making widely known/understood

- 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, at least 1 meter)
 - Recommend downloading/installing of COCOA, the COVID-19 contact confirmation application
 - Introduction of specific promotion measures such as posting the QR code of the application at the entrance
 - When refraining from using a mobile phone, turn on the power and Bluetooth to make the contact confirmation application COCOA work, and then switch to silent mode.

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

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

2-1. Basics

- Set up alcohol sterilization posts at staff entrance and backstage (fitting room, hair/makeup room, etc.) to promote hands/fingers sterilization.
- Objects/fixtures/equipment with a high probability of being touched by Show Staff, such as doorknobs, handrails, etc., must be sterilized frequently.
- Limit the staff handling equipment/fixtures/tools/etc., to avoid shared use by an unknown number of people.
- 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 ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare), 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 objects/fixtures such as doorknobs, chairs, etc., which have the possibility of being touched, must be sterilized periodically.
- Diligent disinfection of the entrance area of visitors (doorways, toilets, places where viruses may have adhered)

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

- The physical distance between the runway/stage and guest seating is preferably 2 meters (1 meter at least).

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.

2-3. 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 the position of guests.
- Regarding the operation of the standing area, please discuss with each local government and other local stakeholders based on the infection status of the venue and follow the regulations of each local government.

2-4. Handling of ventilation of the venue

- In using a venue, “over 30 square meters/person/time ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare)” of 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 ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare)", and strictly carry out the ventilation rules periodically during use of the venue.
- Thoroughly consider the ventilation ability of the venue’s facilities along with 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, having wind-blown in one direction.
- Aim to “secure an over 30 square meters/person/time ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare)”.
- 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.

2-5. 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, 1 meter at least). In that way, depending on your capacity, try to stay below the standard number of people.
- 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 or have no choice but to place near such facilities/equipment from an infection control standpoint, use nonflammable materials (fireproof, incombustible, fire resistant goods, etc.)
 - (2) If made of the 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 bag contents by sight only. If staff touches guest's belongings, always wash/sterilize hands/fingers immediately afterwards.

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

- Guest participation style production is prohibited.
- (Carefully considering the venue atmosphere) 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, and 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 conversation 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 and/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.
- When eating, 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 seats so people do not sit facing each other, etc. And, It will be provided in a form such as facing the same direction while avoiding the arrangement in front of it.
- Staff handling food must wash/sterilize hands/fingers prior to serving.
- Refrain from talking during meals. Conversation should take place after meals are finished, wearing a mask.
- Please refrain from eating and drinking outside the area where infection control measures have been taken.
- Please be aware of infection control during breaks and before and after the event.

4. Specific measures to be made for guests

The number of visitors will be 50% of the capacity of the facility. If the capacity is 10,000 or more, the capacity will be 5,000.

In accordance with the standard of phased easing of limits on holding events designated by the Japanese government, the number of guests must be limited to under 5,000 people, or under half of the legal capacity designated by individual venues. Listed below are articles which must be made known to guests (articles which require prior consent).

Basically, digital handling is recommended. The following are indicated 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 the day of the event (basically WEB registration. Hand-written registration acceptable)

Furthermore, if in case tickets are being sold, as an exception in view of infection control and prevention of 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.

4-1. Prior submission of self-assessment form (written acknowledgement) (example):

After invitations are transmitted/tickets purchased, before digital invitations/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 they have not tested positive for COVID-19, nor are they presently instructed by a physician to stay home
 - Will bring a mask to be worn at all times during the show
 - In view of infection situations of the area 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 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 invitation/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) prior to the event, and operating before/after the show

4-2. 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 from and/or resident of a country/area the Japanese government is imposing immigration restrictions, country/area the Japanese government is not restricting but designated as a 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 close 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 to be worn 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 area 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 acts, consent to being asked to leave if/when the guest does not follow staff instructions, and in such case, ticket fare will not be refunded

- Will come to the venue with the COVID-19 contact confirmation application (COCOA) installed in advance, and operational
- 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.

4-3. Prohibited acts within the venue

- In addition to general prohibited acts (acts which annoy other guests, etc.), make known in advance that, if in case guests do not follow staff instructions pertaining to infection 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 there is a person who makes a loud voice, we will pay attention individually.

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

We plan in advance appropriate behavioral management for visitors, such as seat selection and securing conductors to seats.

- [At entry] Announce in advance for guests to plan for ample time to enter.
- [To exit] 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, consider also instructing the route to the nearest train station, to secure physical distance of guests in the surrounding areas of the venue.

4-5. Reporting of infected person (person testing positive)

- If/when contacted by 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) was at the venue of the day of the event, promptly report so the necessary official parties.

4-6. Cooperation request articles for infection control/sanitation

- The wearing of masks.(If you are not wearing it, be careful individually)
- Frequent sterilization of hands/fingers, starting with at entry.
- Do not touch venue facilities/equipment/objects as much as possible.
- Securing/maintaining of physical distance among guests and/or Show Staff.
- Voluntarily refrain from eating and conversation at the lobby, foyer, while sitting.

4-7. Visitor food and catering

- Catering style food serving is basically prohibited. 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, 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 seats so people do not sit facing each other, etc. And, It will be provided in a form such as facing the same direction while avoiding the arrangement in front of it.
- Staff handling food must wash/sterilize hands/fingers prior to serving.
- Refrain from talking during meals. Conversation should take place after meals are finished, wearing a mask.
- Please refrain from eating and drinking outside the area where infection control measures have been taken.
- Please be aware of infection control during breaks and before and after the event.

5. In deciding on whether or not to hold the event ~ regarding forming a cooperative consultation structure with local authorities

Whether or not a show can/will be held will be decided upon through risk assessment of infection situations of the area at which the show is scheduled to be held, under negotiations/consultations between local government and show host. Therefore, it is essential to build 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.

- 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 where the venue is located ~ region where the venue is located ~ 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, it is recommended to choose a facility actively taking infection 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 the show (including the day of the event)
- For events that involve nationwide movement, or events that have more than 1,000 event participants, consult with the prefecture in advance, including restrictions on the accommodation rate.
- The organizer and facility manager will announce on their website, etc. that they will take measures in accordance with the industry-specific guidelines.

- In the end, base final decision on discussions/consultations among all related parties, including local government authorities.
 - Related parties include:

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/etc. performers belong to)
 - Cooperative structure among related parties:

Considering that infection situations change by the minute, it is suggested to hold periodical conferences/meetings.

End

Reference material

- 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 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

① 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。
② 手の甲をのばすようにこすります。
③ 指先・爪の間を念入りこすります。
④ 指の間を洗います。
⑤ 親指と手のひらをねじり洗います。
⑥ 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、学校などが集まるところでやろう

マスクが咳、唾
こっさの鼻

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

何もせずに咳やくしゃみをする

正しいマスクの着用

① 鼻と口の両方を確実に覆う ② ゴムひもを耳にかけろ ③ 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 Prime Minister's Office of Japan 厚生労働省
厚労省 検索

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 厚労省 コロナ 検索

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、隣と一つ飛ばしに座る、互い遠くに座る

会話をするときはマスクをつけましょう! 電車やエレベーターでは会話を慎みましょう!

5分間の会話は1回の咳と同じ

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