

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

Revised as of Oct. 25<sup>th</sup>, 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 28<sup>th</sup>, 2020 (revised on May 21<sup>st</sup>, 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 4<sup>th</sup>, 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 10<sup>th</sup>, 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.

Upon presenting a show, prior to carrying it out, please be sure to confirm with the checklist on page 33 of this guideline whether all necessary measures are surely being followed/carried out, sharing confirmation with all persons related to the show.

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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” and “infection by 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” and “infection by micro-spray” 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), ② crowded space (areas/rooms which are highly populated with a crowd of people), ③ close 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” and “infection by micro-spray”, is especially high. This guideline aims at preventing infection to self, thereby preventing spread to others, by thoroughly avoiding such situations. In this guideline, we aim at thoroughly avoiding infection to self, thereby not spreading infection to others, by warding off all conditions indicated here.

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.

Keeping in mind the recent spread of mutant strains such as the Delta variant, measures must be taken to prevent infection along routes of infection by contact / infection by spray/aerosol / infection by micro-spray. The sharing of space, especially that which has a high possibility of becoming crowded should be avoided as much as possible, not only at the office, resting rooms, etc., but also in public transportation utilized for going back-and-forth, inside vehicles utilized to transport people and/or equipment in preparation of the show. If a crowd cannot be avoided, thorough ventilation must be carried out, along with setting up of partitions, wearing of masks at all times. Devises must be made in effort to avoid speaking as much as possible, even when wearing a mask. Especially in the “5 scenes” in which infection risk rises (recommendations from the Subcommittee on Novel Coronavirus Disease Control), specifically inspect scenes which correspond with any of the below, and measures emphasizing infection control in such scenes must be put into effect.

Scene 1. Dining engagements, etc., accompanied by intake of alcoholic beverages. A specific example would be a post-party after the presentation of the collection, but not limited to this.

Scene 2. Eating/drinking involving a large number of people or a long time. Meetings should be held without involving eating or drinking.

Scene 3. Conversing without wearing a mask. Especially during hair/makeup, fitting on models not wearing a mask.

Scene 4. Instances in which a large number of people must be present in a small space. For example, the backyard, etc. just before the show.

Scene 5. When whereabouts change, for example during resting times, etc., there is a possibility of infection risk rising due to relaxing or change in environment. Furthermore, cases in which infection is suspected to have spread at resting rooms, smoking areas have occurred.

In addition, in scenes which correspond with any of the so-called 3Cs (crowds / closed space / close proximity), because a certain level of infection risk cannot be avoided, please thoroughly make an effort on a daily basis to ward off any situations of crowds / closed space / close proximity.

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

- Basic approach in infection control/prevention of spread: measures towards infection by contact, infection by spray/aerosol, infection by micro-spray on the premises of the spread of mutant strains such as the Delta variant

Securing of physical distance, preferably 2 meters apart (at least 1 meter)

- Avoiding the "3Cs" (closed space / crowded space / close proximity)
- Carrying out of frequent ventilation (over 2 times per hour, over 5 minutes per ventilation).
- Curtailment of contact opportunities. Make known thoroughly that even when wearing a mask, it is more desirable to make efforts in keeping conversation short.
- Thoroughly make known to avoid speaking in loud voices or yelling. Prepare a suitable operation to warn off those people if/when a person speaking loudly should appear.
- Absolute wearing of masks / carrying out of cough etiquette (Opportunity to get enough mask wearing effect is important not to have a gap, and wear an appropriate mask according to the risk of infection.(Consider doubling of masks regardless of the material of the mask, whether it is of non-woven fabric or others) It is desirable to prepare masks to hand out to staff and/or related persons who do not bring masks. For information on how to wear masks properly, please refer to the Ministry of Health, Labour and Welfare HP.

(For reference) To the citizens of Japan (Novel coronavirus infection)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_00094.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00094.html)

- Frequent washing of hands using soap and running water / thoroughly set up hand and finger sterilization/disinfection solutions such as alcohol, not only at bathrooms, but at the entrance and various locations within the venue.

- When touching places/objects with the possibility of being touched by many and unspecified people, thoroughly make washing of hands with soap and running water a habit.
- 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) Prepare a suitable operation to be able to hand out (or sell) masks to guests who arrive without one.
  - Prior to carrying out the show, 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 on the day of the show, strictly carry out the rules at all times during the use of the venue or conduct frequent ventilation (over 2 times per hour, over 5 minutes per ventilation) periodically.
  - 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 announcements throughout the venue and placing notice boards (refer to below, chart 1, example of announcement boards within 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

Chart 1. Example of announcement board inside and outside the venue



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

All Show Staff, including staff related to the brand and staff related to the production of the show, 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 on events, the fashion industry, and society as a whole thereafter”, and therefore, every single staff must stay alert in carry out one’s responsibilities. Not only on the day of the show but utilize health condition monitoring applications and others on a daily basis regardless of the show, to keep a grasp of your daily health condition. If one feels ill at all, thoroughly adhere to following home convalescence rules. At the same time, brand related staff and show production related staff need to construct an operation in which backup is possible if/when needed, in such case a staff becomes absent due to feeling ill.

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

Make every morning temperature taking mandatory among Show Staff, along with dissemination of disease control/prevention of spread measures against COVID-19, utilizing guidance such as the “5 scenes” in which infection risk rises in daily life, “New Lifestyle”. If/when a Show Staff indicates any signs of feeling ill or complains of feeling ill in any way, utilize a simple antigen kit to test for infection.

If/when results of the antigen kit turns out to be positive, contact the public health center, and with their approval, swiftly have “contact persons” receive testing, such as a PCR test. In purchasing a antigen kit, please be thorough in making sure that ① decide on and appoint a medical institution to cooperate with, ② have the person infection take the sample themselves, under the supervision of a personnel who understands cautionary points in taking a sample, ③ utilize a government approved antigen kit (“reference” below).

<https://www.mhlw.go.jp/content/000798697.pdf> (mhlw.go.jp)

(2021, June 25th bulletin, “Regarding procedures in active testing at the workplace (second edition”)

<https://www.mhlw.go.jp/content/000819118.pdf>

(2021, August 13th bulletin, “Regarding promoting of active testing at the workplace”)

In environments in which there is a high risk of clusters occurring, such as an environment in which Show Staff are working in close physical proximity (a labor-intensive environment) or in cases in which general infection preventive measures are difficult to be carried out, application of periodical PCR testing is also effective, so please consider its introduction aggressively.

For vaccinations, refer to “COVID-19 Vaccines”, etc. in the Ministry of Health, Labour and Welfare HP.

- 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 (If you feel unwell, consult a consultation center or a consultation center. Appropriately consult with a doctor.)  
[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryou/covid19-kikokusyasessyokusya.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/covid19-kikokusyasessyokusya.html)
  - 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, along with thoroughly enforcing frequent washing of hands with soap and running water, or 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, and/or other notification services provided by each district in their smartphone, and undergo operational verification every time they enter the venue (to have the contact confirmation application (COCOA) in functional status, when using your smartphone in manner-mode, be sure to keep both the power and Bluetooth switched ‘on’). Furthermore, if introduction is possible, we recommend the reading of QR codes of both Show Staff and guests.

### **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, along with thoroughly carrying out correct wearing of masks and ventilation, thereby taking measures to prevent infection by spray/aerosol.
- Make efforts to limit the number of Show Staff to a bare minimum, devising ways to carry out processes in the least possible time.
  - 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.
  - In addition, as for prior meetings at the office, carry it out as much as possible by remote. In other production processes, such as model auditions at the studio and/or rehearsals, ample infection prevention measures must be taken as well.

### **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. To prevent more than a certain number of people being present in the same space at the same time, beforehand of the show, limit the number of people who can be present at one space at the same time, limit the number of people present by designating time slots and thereby securing physical distance, and/or set up partitions. In addition, arrange seating so people do not sit

facing each other, and all sit facing the same direction, along with making an effort to carry out ample ventilation.

- In spaces utilized by an unspecified large number of people, including eating or resting spaces, objects which are commonly used (tables, chairs, etc.) must be sterilized periodically. As for methods of sterilization, for example, refer to “Methods on sterilization / disinfection for the Novel coronavirus” in the Ministry of Health, Labour and Welfare HP, as needed.
- Staff handling food must wash hands with soap and running water and/or sterilize hands/fingers frequently.
- Please 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 for eating and drinking.
- Please be aware of infection control during breaks and before and after the event.

#### **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 high risk of infection by spray, infection by contact on and around the runway/stage, if performers are not wearing masks, production staff working near these areas should double protection by wearing a face shield over a mask, refrain from conversing as much as possible, and when conversing, be careful not to face each other.
- When coming in contact with performers, wash hands with soap and running water or sterilize hands/fingers, before and after coming in contact.
- Thoroughly sterilize and disinfect equipment, object, surrounding environment at all times. (reference: Methods on sterilization / disinfection for the Novel coronavirus (Ministry of Health, Labour and Welfare / Ministry of Economy, Trade and Industry / Consumers Affairs Agency special page) |

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/syoudoku\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/syoudoku_00001.html))

- Thoroughly supervise so that runway performers do not speak or have physical contact with one another and/or others during hair, make-up or immediately before going on stage.

### **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). Especially for those staff coming in contact with models not wearing masks, for example at the backyard, etc., thoroughly make sure the staff are wearing masks correctly, in addition to wearing a face shield.
- Before/after the clothing/taking off of costumes, both models and fitting staff must wash hands with soap and running water and/or sterilize hands/fingers.

### **3-6. Stage set and artwork**

- Devise a work schedule so that the staff do not end up working in a 3Cs environment.
- Be sure to be thorough in sterilizing, disinfecting the set, including the stage set and props, other objects and all surrounding environment.
- As a rule, use of tools shall not be shared. If/when tools must be shared for some unavoidable reason, hands must be washed with soap and running water and/or sterilized, before and after use.
- If/when one touches the same tools or equipment, furniture, set, etc., handled by other staff, they must wash hands with soap and running water and/or sterilize hands/fingers.
- If/when an activity must be done in cooperation with others, must make sure the staff do not face each other, nor speak to one another during the activity. Furthermore, before and after the activity together, hands must be washed with soap and water and/or sterilized.

### **3-7. Bathroom**

- Please indicate to always flush the toilette with the toilette seat cover closed.
- Use paper towels or prepare towels for personal use and prohibit the use of common towels increase.
- Places/items which are touched by many and unspecified people such as doorknobs, must be sterilized periodically.
- Always wash hands with soap and running water after using the 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.

### **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, 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). Furthermore, on the day of the show, carry out the rules periodically, or conduct frequent ventilation (over 2 times per hour, over 5 minutes per ventilation) throughout the 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.
- If/when room humidity becomes low due to dryness, carry out proper humidification so that humidity is maintained at over 40%. In addition to ventilating, consider monitoring at all times utilizing a CO<sub>2</sub> measuring device (under 1000ppm) (\*in the case of ventilating by machine. A criterion in the case of ventilation by opening windows). Furthermore, in the case of establishing a CO<sub>2</sub> measuring device, place the device at several locations within the room, and especially in areas which tend to lack ventilation.
- Also consider supplementary use of HEPA-filter air cleaners and/or circulators.
- In order to properly ventilate in cold regions, it is necessary to provide appropriate ventilation while maintaining the temperature so that the humidity is 40% or more, and to maintain the appropriate humidity with a humidifier or the like. In addition, it is recommended to check the ventilation status with a CO<sub>2</sub> monitor, etc., and maintain 1000ppm or less (\*), especially in places where density is likely to occur.

(\* In the case of mechanical ventilation. Window opening ventilationIn the case of, it is a guide. )

### **3-9. Clean up/discard of trash**

- Trash with mucus, saliva, etc., should be put into a plastic bag, with its mouth closed tight and tied. Staff collecting and discarding of trash must wear a mask and gloves properly.
- Masks and gloves must be exchanged periodically, and put into a plastic bag with mouth closed tight and tied to discard.
- Hands must be washed with soap and running water and/or sterilized, before and 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, proper wearing of masks, and washing of hands/fingers with soap and running water and/or sterilization
  - 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
  - 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 before setting the manner mode in order for the contact confirmation app (COCOA) to work.
  - If possible, introduction of QR code reading of staff is recommended.

#### **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. After wiping and sterilizing surfaces, always wash hands with soap and running water and/or sterilize hands/fingers.
- 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.

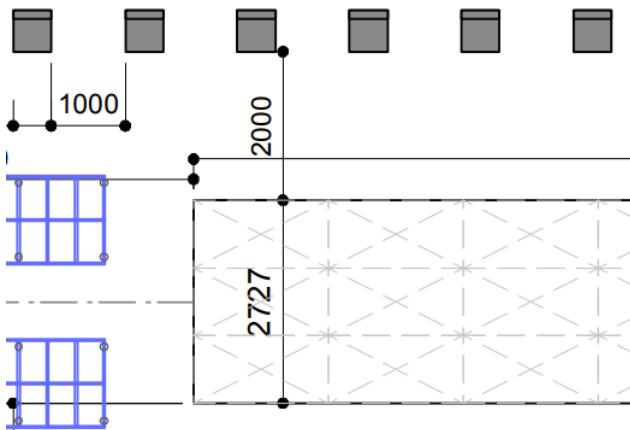
- For areas in which guests are allowed to be within the venue (entrance/exit, bathrooms, places/things that have a possibility to be touched), must also be sterilized frequently. After disinfecting, use soap and running water wash your hands and disinfect your fingers.

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

- A physical distance of preferably 2 meters (at least 1 meter) must be secured between the runway and/or stage and guest seating (refer to chart 2 below, example of venue seating layout). If/when the show production requires the model to yell out loud, a physical distance of over 2 meters must be secured between the runway/stage and guest seating.

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.

Chart 2. Venue layout example



#### **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.
- After guiding guests to the standing area, make sure the staff thoroughly disseminate to the guests that speaking with neighboring guests, moving around, etc. are prohibited, before the show starts.

- 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(refer to chart 3 below, example of setting up foot-print marks). to indicate standing positions so that guests can stand in line with secured physical distance (preferably 2 meters apart, at least 1 meter). Then, depending on its capacity, try to fall below the standard number of people.

Chart 3. example of setting up foot-print marks



- 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., in addition to the proper wearing of masks, doubled with face shields as much as possible.

(Note) If/when utilizing transparent vinyl curtains for protection against infection by spray, please 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.

Referring also to the checklist (reference material 1), the how of the show should prepare a sheet indicating specific infection prevention measures to be taken for all processes involved in presenting a show, from delivering in, to dismantlement and delivering out. We recommend preparing this sheet beforehand so that each staff involved in each process can utilize it for self-evaluation after the event.

#### **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 properly throughout the show while watching
  - 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 decentration and dispersed use of public transportation, use of restaurants, etc.
- Proper wearing of masks (if/when guests are not wearing a mask, they will be warned 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 devises 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 handling food must wash hands with soap and running water and/or sterilize hands/fingers frequently.
- 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

<Reference materials 1>

ファッションショー開催時の感染防止策 ガイドラインチェックリスト（2021年X月X日時点）	
開催会場及び、政府、開催地自治体が定めるルールに従い、以下チェックポイントを遵守した上でイベントを開催してください。	
不明な部分、対応に困る事象がある場合は、ガイドラインの内容を改めて確認し、必要に応じて開催主催者、開催会場、開催地自治体へ確認するようしてください。	
主催者/主催側関係者/来場者 すべてに共通する「基本行動ルール」	
<input type="checkbox"/>	会場キャパシティに対するスタッフ含む招待客人数、全収容人数内で収まる計画になっているか確認する
<input type="checkbox"/>	こまめな石鹼による手洗い、手指消毒をする
<input type="checkbox"/>	こまめな換気状態に気を配り自らの行動管理をする（1時間に2回以上、1回5分間以上）
<input type="checkbox"/>	常時ソーシャルディスタンスをとる（物理的身体的距離を極力2メートル、最低でも1メートル確保する）
<input type="checkbox"/>	正しいマスクの着用義務及び咳エチケットの周知徹底
<input type="checkbox"/>	マスクを着用している場合でも、大声での会話や発声は控え、会話は短く切り上げる等の意識を徹底する
<input type="checkbox"/>	体調管理義務（入場時の検温の義務。体調が優れない、37.5℃を自覚する場合は参加を控える）
<input type="checkbox"/>	接触確認アプリをインストールすることを心がける
主催者/主催関係者が準備、守るべきこと	
<input type="checkbox"/>	独自の感染防止マニュアルを作成し、関係者内で周知徹底する
<input type="checkbox"/>	「基本行動ルール」が徹底されるようボードやパネル等で周知する（ガイドライン内の参考例参照）
<input type="checkbox"/>	関係者のみならず、来場者による列が想定できる場所には、足元シールなどを活用し、ソーシャルディスタンスを守れるよう準備する
<input type="checkbox"/>	体調管理義務（入場時の検温の義務。体調が優れない、37.5℃を自覚する場合は参加を控える）
<input type="checkbox"/>	全入り口に、検温のためのサーモグラフィーまたは非接触型体温計を設置し、必要に応じて検温スタッフの配置手配
<input type="checkbox"/>	特に接触機会の多い場所の特定及び特定箇所における、こまめな消毒作業を実施するスタッフの配置手配
<input type="checkbox"/>	「基本行動ルール」が守られているかを確認し、注意を促すスタッフの配置手配
<input type="checkbox"/>	来場者受付時、来場者と極力対面や会話が避けられる方法の検討、実施
<input type="checkbox"/>	マスクを着用していないモデルと接触するスタッフへの、使い捨て手袋及びフェイスシールドの準備

### 主催者/主催関係者が準備、守るべきこと

- リハーサル時にマイクなどを使用する場合は、使い回しをしないよう必要本数を確保し、使用し終わった際の消毒作業の徹底
- 休憩所などでは対面を避けることができるレイアウトを心がけ、弁当など食事をする際は、大人数で固まらず、少人数で摂るよう、配慮したスケジュールを組む。また、少人数であっても黙食をするよう徹底する
- 感染リスクが高まる付帯イベント（メディアへの囲み取材やアフターパーティー等）はなるべく自粛を心がける
- 実施する際は、特にガイドラインに沿った感染防止対策を徹底する
- 弁当のゴミ、マスクやティッシュなど、ゴミの処理方法は特にガイドラインによって処分できるように手配する
- マスクを忘れた、紛失した来場に配布できるマスクの準備
- 来場者の身元確認・健康状態を確認できる事前登録システム等の準備
- 状況、必要に応じた、関係者の抗原検査、PCR検査実施の準備
- 当日の来場者リストの作成（会期後最低3週間保管）準備
- 体調不良、感染疑いのある者（関係者、スタッフ含み）が発生した場合の対応、計画を準備し、会場側にも内容確認をしておく  
〈会場との確認事項〉
  - 開催会場における感染対策ルールを確認し、準備している自社ルールとの整合性、調整を実施する
  - 施設としての換気システムの確認
  - 検温や、来場者人数把握のための設備の貸し出し有無や、確認方法に関する通常所作の確認

### 招待客に対しての対応

- 来場者事前登録システム対応等のお願い
- 分散来場のお願い
- 基本行動ルールを守った来場の事前のお願い
- 当日会場で体調不良や発熱、基本行動ルールを守っていただけない場合は、入場をお断りする可能性があることを表明

<Reference materials 2>

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、可能な限り裏正面を避ける。
- 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°C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
- 歩き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

<Reference materials 3>

### Examples of oral and board announcements inside and outside the venue

(cited from the Ministry of Health, Labour and Welfare HP)

