

Rules/regulations may change due to social conditions

Rakuten Fashion Week TOKYO

Rakuten

Novelle Coronavirus (COVID-19) Infection control manual

Version 6.0

2021.11.15

This is a manual to be shared by all brands participating in Rakuten Fashion Week TOKYO, along with all related persons. Please observe each item thoroughly, according to the atmosphere of the venue in use. In addition, if in case of using an Official venue (Shibuya Hikarie Hikarie Hall A, Omotesando Hills Space O), please be sure to confirm also the venue-use manual of each venue, prepared by JFW.

Please note, if/when a COVID-19 infected person(s) is discovered from an exhibitors' staffs/related persons/guests, there is a possibility that exhibitor's use of the venue will be cancelled thereafter, due to instructions from the public health care center. Therefore, please plan for/execute an aggressive COVID-19 infection control. Furthermore, if/when a COVID-19 infected person(s) is discovered, you will be obligated to handle the situation based on the contract.

Japan Fashion Week Organization

For 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, 11 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 October 25th 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.

This manual may be revised as needed, depending upon social conditions, along with discussions with venues, etc.

For those executing shows with guests utilizing other venues, please be sure to confirm and observe the rules of each venue, along with consulting with venue management/local government of where the venue is located.

○ Basic approach in disease 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", "infection by 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 " and " infection by micro-spray " 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 rented venues, in executing 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, efforts must be made in enlightening guests by carefully explaining the disease control/prevention of spread measures being carried out before/during/after the event, and urge understanding towards "active participation" of such measures 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 sure the same proper efforts in disease control/prevention of spread measures are carried out at the office, studio, and in use of venues.

Especially, it is known that if/when the 3 conditions (so-called “3Cs”) of ①closed space (areas/rooms which are closed with little or minimum ventilation), ②crowded space (areas/rooms which are highly populated with a crowd of people), 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” and “infection by micro-spray”, is said to be extremely high. By avoiding such situations, this guideline aims at thoroughly preventing infection to oneself, thereby preventing spread to others.

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 execute disease control/prevention of spread measures. In drawing up plans for specific measures, please also refer to and include the guidelines of your venue.

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

- Basic disease control: Measures against infection by contact and infection by spray/aerosol
 - Securing of physical distance, preferably 2 meters apart (at least 1 meter)
 - Avoid the “3Cs” (closed space/crowded space/close proximity)
 - Curtailment of contact opportunities
 - Avoid speaking in a loud voice or shouting/yelling
 - Thoroughly carry out proper wearing of masks/cough etiquette at all times (to obtain full effect of wearing a mask, it is important to wear the masks completely attached to the face so there are no gaps between the mask and face. Proper wearing of masks varies depending upon the level of risk, so you must assess it properly and wear a mask accordingly. For methods on how to wear a mask, 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
 - Thoroughly carry out frequent washing of hands by running water · sterilizing of hand and fingers
 - Management of body temperature (checking body temperature, health conditions)

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

All Show Staff, including staff related to the brand and those related to production, should take to heart that “a single mistake of one event could ruin the sense of security and/or sense of trust from society, thereby marking unsavory influences on events, the fashion industry, and society as a whole”, and therefore, every individual must stay alert in executing

one's job. If you feel ill at all, please rest. At the same time, it is necessary for brand staff and production staff to build an operation in which backup is possible if/when needed, in such case staff become absent due to feeling ill.

The organizer will prepare a sheet that summarizes infection control measures in each work process from loading to unloading and withdrawal, referring to the checklist on page 19 of this manual. Also, keep in mind that each person involved in the work is prepared to manage their own actions.

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

- Make every morning temperature taking of Show Staff mandatory, and if/when a person shows any of the below symptoms, make sure they are 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.)
(For reference) Ministry of Health, Labour and Welfare HP
「Consultation / medical information and contact information for consultation / consultation center regarding new coronavirus」
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19-kikokusyasessyokusya.html
 - Having been in close contact with a person infected with COVID-19, within the past 14 days
 - Living with or having friends showing symptoms suspicious of infection, within the past 14 days
 - Having been in close contact with a visitor and/or resident of a country/area the Japanese government is imposing immigration restrictions, country/area the Japanese is not restricting but has designated as need for observation upon entry, within the past 14 days
 - Testing positive for COVID-19 infection, and presently under medical instruction to stay home
- Except for cases in which expression is impaired and absolutely essential, as a rule, we are enforcing the absolute wearing of masks at all times, washing/sterilization of hands/fingers. If in case performers are unable to wear masks during their performance, we will enforce items indicated in “2-2 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, 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 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 the brand), 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 understanding/consent from each individual person, in advance).

- Considering the infection situation of the area at which the event will be held, we recommend doubling protection for staff having possibilities of being in contact with people not wearing masks, by having them wear a face shield in addition to a mask.
- No matter how slight, if any staff complains of feeling ill or is found out to be seemingly ill, utilize a simple antigen kit to test for infection, and if in case the result of the test comes out to be positive, swiftly have them receive a PCR test at appropriate institutions.

In purchasing an antigen kit, please be thorough in making sure that ① the subject fully understands the cautionary points in taking a sample, and the test is carried out properly.

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

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

- 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.

1-2. Maintaining of physical distance among Show Staff

- Limit the number of Show Staff to a bare minimum by having Show Staff carry out multiple duties and/or reinforcing other devices, 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 similar effects to maintaining physical distance must be taken.
- In effort to limit Show Staff to a bare minimum, devices such as reexamining operation processes, etc. need to be taken.
 - Establish ample time in 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 possibility contact cannot be avoided, countermeasures must be considered, including postponing.
 - Execute ample disease control measures during preparatory production processes outside the venue, such as prior meetings at the office, model auditions at studios, rehearsals, etc.

1-3. 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). Furthermore, if/when physical distance cannot be secured, appoint time-slots, thereby limiting the number of people present within that area to make the securing of physical distance possible, or set up partitions. In addition, try to arrange seating so people are all facing the same direction, and avoid being seated facing each other.
- Staff handling food must wash/sterilize hands/fingers prior to serving.
- Refrain from talking during meals. After the meal is over, please wear the mask properly and have a conversation.
- Refrain from eating and drinking outside the area where infection prevention measures have been taken for eating and drinking.
- Take action to prevent infection during breaks and before and after the event.

1-4. Disease 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, 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. And, 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)

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, 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 protection with face shield 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.
- In backstage areas, manage the situation so runway performers not wearing masks do not talk to one another, secure a physical distance (preferably 2 meters, at least 1 meter), and do not come into contact physically.

- Before/after the dressing/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 execute frequent washing/sterilization of hands/fingers, and sterilization of tools, objects, surroundings, both before/after activities.

1-7. Bathroom

- Please indicate to always flush toilette with the toilette seat cover closed.
- Use paper towels or prepare towels for each individual.
- Places/items with the possibility of being frequently touched by many and unspecified people, such as doorknobs, must be sterilized periodically.
- Hands must be washed thoroughly with soap after use of toilette.
- In addition, the hand dryer as a facility will be used after checking the maintenance and cleaning status in advance and confirming that it is regularly cleaned by alcohol disinfection or other appropriate cleaning method.

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 venue guest area 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 execute these rules periodically during use of the venue.
- At all times, including during the show, after interviews, etc., keep open all doors, windows, openings as much as possible, to actively continue ventilation.
- Backstage (fitting rooms, hair/makeup rooms, etc.), guest waiting rooms, staff rooms must also be ventilated continuously at all times. In areas in which the above ventilation ability cannot be secured, handle by limiting number of people.
- In carrying out proper ventilation in cold regions, carry out moderate ventilation aimed at maintaining a humidity of over 40% while maintaining temperature, and/or manage humidity by utilizing humidifiers. In areas which can become especially crowded, we recommend utilizing a CO2 measuring device to maintain a ventilation state of under 1000ppm (※).

(※ In the case of ventilating by machine. A standard in the case of ventilating by opening widows.)

1-9. Clean up/discarding of trash

- Staff taking care of cleaning up and/or discarding trash must wear masks and gloves at all times, along with periodical changing of gloves as necessary.
- Hands/fingers must be thoroughly washed/sterilized both 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, please plan and prepare to execute the following measures as much as possible.

For staffs dealing with such situations, wearing masks, plastic apron, face shield and gloves is absolutely mandatory. While wearing such protective gear, try not to touch surrounding objects unnecessarily. Once finished, take off the protective gear in the specified order, discard in a specified trash box, and thoroughly sterilize hand/fingers.

Depending upon the situation, grasp the reality in infection spread of the region, by cooperating with local public health centers, etc.

- A. Steps to be taken by 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 cases arise or guests with flu-like symptoms come to the venue, and confirm conveyance procedures (in case it becomes necessary).
 - If/when cases arise, handle in the following procedure
 - ① Put 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 “designated entry only (room/space with good ventilation recommended)”.
 - ③ wait for further instruction.

As specified above, contact the nearest local Public Health Care Center through venue management, and wait for instructions.
Cooperate to the Health Care Center’s oral survey and submit necessary information.
- 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 made to 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, 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. secured in advance, designated as “designated entry only (room/space with good ventilation recommended), 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

- 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)
 - Recommended download and installation of the new coronavirus contact confirmation app COCOA and notification services in 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 to make the contact confirmation application COCOA work, and then switch to silent mode.

2. Specific measures to be taken in use of venue/setting up, etc

In choosing a venue, we recommend choosing an establishment clearly indicating/executing 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 (1 meter at least) physical distance among guests.

2-1. Basic items

- Set up alcohol sterilizations at staff entrances and backstage (fitting room, hair/makeup room, etc.) to promote hand/finger sterilization.
- Items/objects/fixtures/equipment with a high probability of being touched by Show Staff, such as doorknobs, handrails, etc., must be sterilized frequently.
- Choose/limit the staff handling equipment/fixtures/tools/etc., to avoid shared use by an unknown number of people.
- Under the instructions of venue management, draw up/execute ventilation rules, and confirm rules are being followed properly.
- Backstage (fitting room, hair/makeup room, etc.), waiting rooms staff rooms must also be continuously ventilated at all times, and items/objects/fixtures such as doorknobs, chairs, etc. with high possibility of being touched, must be sterilized periodically.

- In areas where guests are allowed to enter (entrance/exit, bathrooms, areas/objects with a possibility of the coronavirus to have adhered), must also be sterilized frequently.

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

- The distance between the runway/stage and guest seating must be preferably 2 meters (1 meter at least).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, 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 the 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 marks within the standing space, thereby fixing position of guests.
- As for operating standing areas, hereon, based on the infection situation of each region where the show is to be held, discuss/negotiate with local related parties including local governments, and obey the rules laid down by each municipality.

2-4. Handling of ventilation of the venue

- 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 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, draw up 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 execute the ventilation rule periodically during use of the venue.
- Thoroughly consider the ventilation ability of the venue’s facilities in addition to consultations 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 meter/person/time ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare)”.

- Based on the venue's standard facility and function, 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 kept open during intervals.

2-5. Waiting line inside and outside the venue

- In situations/scenes which require a waiting line (entrance/exit, waiting to use the bathroom, etc.), limit the number of people present depending upon the capacity of the venue by devising means such as placing announcement boards and/or foot-print marks, etc. so that guests can secure ample physical distance (preferably 2 meters, at least 1 meter) while standing in line.
- In situations/areas where 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, 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, 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 only by sight. If staff touch guest's belongings, always wash/sterilize hands/fingers immediately afterwards.

3. Specific measures to be taken by Show Staff with regards to show content

- Guest participation style production is prohibited.
- (Carefully considering the venue atmosphere) Please be sure to secure ample intervals for guests, to execute 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.
- Consider having announcements made by performers also, to spread knowledge/understanding of the "Basic Rules of Action" to guests.

- In any eating/meal situation, a physical distance aimed at preferably 2 meters (at least 1 meter) should be secured. In the case physical distance cannot be secured due to limit in space, physical distance must be secured by appointing time slots, thereby limiting the number of people in one place at the time or set up partitions. In addition, try to arrange seating so people are all facing the same direction, and avoid being seated facing each other.
- The staff who handle meals thoroughly wash their hands and disinfect their hands with running water and soap in advance.
- Refrain from talking during meals. After eating, wear a mask and have a conversation.
- Please refrain from eating and drinking outside the area where infection prevention measures have been taken.
- Please be sure to act with an awareness towards prevention of infection at all times, including intermission, and eating/drinking before/after the event.

4. Specific measures to the made for guests

The number of guests shall be limited to 50% the legal capacity of the venue. If the legal capacity is over 10,000 people, the number of guests allowed is 5,000 people.

Below are articles which must be notified to guests (articles which must be approved and agreed upon in advance). Basically, we urge you to utilize digital correspondence.

Below is an (example) of a specific measure which can be taken.

- ① When transmitting invitations
- ② Confirming at the entrance on the day of the event (basically web registration. Hand-written registration accepted)

4-1. Prior submission of a self-assessment form (written acknowledgement) (example): Prior to transmission of invitations/digital invitations/posting of invitations

- 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 under instruction from a physician to stay home
 - Will bring a mask and wear it at all times during the show
 - In view of infection situations of the areas at which the show is being held, if/when requested/handed 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 install the COVID-19 contact confirmation application (COCOA), prior to coming to the event, and operating the application 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 in close contact with a visitor and/or resident from a country/area the Japanese government is imposing immigration restrictions, or 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 executing 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 under instruction from a physician to stay home
 - Has brought a mask and will wear it at all times during the show
(note) Make mask wearing mandatory, and if/when a guest does not bring or have a mask, 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 or handed by Show Staff, will consent to wearing a face shield in addition to a mask
 - As in the case of generally prohibited acts, consent to being asked to leave if/when they do not follow staff instructions
 - Has come to the venue with the COVID-19 contact confirmation application (COCOA) already installed, and in operational status
 - Will register the names/contact numbers of all persons participating on the day of the event
 - Consent to having registered information submitted to local government and/or Public Health Care Center if requested, if/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)

Prior to the show, you must draw up an appropriate action management plan for guests, including seat reservation, guideline to seats, to be carried out on the day of the show.

- [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).

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

- Proper wearing of masks (if/when guests are not wearing a mask, they will be warned individually).
- Diligent hand disinfection including installation of disinfectant and entrance
- 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 meals and catering

- Catering style serving of food is basically prohibited. If in case it is absolutely necessary to serve food, 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.
- In any eating/meal situation, a physical distance aimed at preferably 2 meters (at least 1 meter) should be secured. In the case physical distance cannot be secured due to limit in space, physical distance must be secured by appointing time slots, thereby limiting the number of people in one place at the time or set up partitions. In

addition, try to arrange seating so people are all facing the same direction, and avoid being seated facing each other.

- The staff who handle meals thoroughly wash their hands and disinfect their hands with running water and soap in advance.
- Refrain from talking during meals. After eating, wear a mask and have a conversation.
- Please refrain from eating and drinking outside the area where infection prevention measures have been taken.

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)
- In events which require traveling on a national scale, and/or events with over 1,000 participants, prior discussions/consultations with metropolis and district administrative divisions must be held, including limitation rates on capacity.
- Both show host and venue management must publicly announce in their HP, etc. that they will be carrying out the event in accordance with guidelines classified by industry.
- 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

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にしてください。

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"/>	こまめな石鹸による手洗い、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こころがける（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℃を目処に発熱があ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℃を目処に発熱があ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	
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	状況、必要に応じた、関係者の抗原検査、PCR検査実施の準備
<input type="checkbox"/>	当日の来場者リストの作成（会期後最低3週間保管）準備
<input type="checkbox"/>	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 〉
<input type="checkbox"/>	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
<input type="checkbox"/>	施設としての換気システムの確認
<input type="checkbox"/>	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
招待客に対する対応	
<input type="checkbox"/>	来場者事前登録システム対応等をお願い
<input type="checkbox"/>	分散来場のお願い
<input type="checkbox"/>	基本行動ルールを守った来場の事前のお願い
<input type="checkbox"/>	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 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
- 計画をたてて早く済ませます
- サンプルなど展示品への接触は控えめに
- レジに並ぶときは、前後にスペース

娯楽、スポーツ等

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

公共交通機関の利用

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

食事

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

イベント等への参加

- 接触確認アプリの活用を
- 発熱や風邪の症状がある場合は参加しない

(4) 働き方の新しいスタイル

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

※ 業種ごとの感染拡大予防ガイドラインは、関係団体が別途作成

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

感染症対策

へのご協力をお願いします

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

①手洗い 正しい手の洗い方

手洗いの前に、爪は短く切っておきましょう。時計や指輪は外しておきましょう。

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

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

②咳エチケット 3つの咳エチケット

電車や駅、学校など人が集まるところでやろう

マスクが欲しい時

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

咳やくしゃみをする時

何もせずに咳やくしゃみをする (×) 咳やくしゃみを手でかさえる (×)

正しいマスクの着用

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

[首相官邸](#) [厚生労働省](#) ■ 詳しい情報はこちら

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付近で会話や発声をする
密接場面

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

3つの条件がそろう場所がクラスター(集団)発生のリスクが高い!

※3つの条件のほか、共同で使う物品には消毒などを行ってください。

[首相官邸](#) [厚生労働省](#)

新型コロナウイルスの感染拡大防止にご協力をおねがいします

「密閉」「密集」「密接」しない!

●「ゼロ密」を目指しましょう。屋外でも、密集・密接には、要注意!

他の人と十分な距離を取る!

窓やドアを開けこまめに換気を!

屋外でも密集するような運動は避けましょう!
● 少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
● 互い遠いに座る

会話をするときにはマスクをつけましょう!

5分間の会話は1回の咳と同じ

電車やエレベーターでは会話を慎みましょう!

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