

Rules/regulations may change due to social conditions

# Rakuten Fashion Week TOKYO

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**Rakuten**

## Novelle Coronavirus (COVID-19) Infection control manual

**Version 9.0**

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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 make sure to plan sure and steady preventive measures against the spread of the COVID-19 infection.

Japan Fashion Week Organization

## For COVID-19 infection control

In planning for infection control of the Novel Coronavirus (COVID-19), JFWO has drawn up an original infection control measure manual unique to fashion week Tokyo, based on “Basic Policies for Novel Coronavirus (COVID-19) Disease Control by the Government of Japan” by the Novel Coronavirus Response Headquarters drawn up on November 19th, 2021 (revised on September 8th, 2022), “Guideline on disease control of COVID-19 (Novel Coronavirus) in fashion shows” drawn up on February 28th, 2023, facility rules of Hikarie Hall/Omotosando Hills. We ask that all participants read this manual carefully and understand its contents thoroughly in carrying out events, putting effort in infection control.

Please note, contents of this manual will be revised as necessary, depending upon infection situations.

If/when carrying out a show at a rented venue other than the Official venues, please be sure to hold discussions with venue management, and confirm rules/regulations laid down by the local government where the venue is located, in carrying out your show.

### ○ 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”. 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” and “aerosol infection”, 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.

Keeping in mind the recent spread of mutant strains such as the Omicron strain, measures must be taken to prevent infection along routes of infection by contact / infection by spray/ aerosol infection.

We recommend trying to avoid the sharing of space which has a high possibility of becoming clustered or crowded, as much as possible, starting with offices, resting rooms, etc., including public transportation utilized in commuting, and the interior of vehicles utilized to transport people and/or equipment in preparation for the show. Regardless of indoors or outdoors situations, the decision on whether to wear masks or not is entrusted to each individual. If in case there are people/staff who wish to wear a mask but are unable to do so due to the contents of their duties, such as models, etc., please be sure to lay down special considerations towards them.

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 Omicron strain
  - Secure enough physical distance between people to prevent coming into physical contact (hereinafter indicated as “physical distance between people”).
  - Avoiding the “3Cs” (closed space / crowded space / close proximity)
  - Carrying out of effective ventilation (ventilation at all times by machine ventilation, or opening windows).

- In situations that do not allow for ample ventilation, you must restrict number of people to be present at one time, and secure physical distance among people.
  - Make sure thoroughly that speaking in loud voices and/or yelling must be refrained from.
  - Thorough notification of cough etiquettes. If/when you need to cough/sneeze, cover mouth and nose, using a mask, tissue paper / handkerchief / sleeve.
  - 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 practice the habit of washing your hands with soap and running water after touching them, or disinfecting with alcohol.
  - Management of body
    - Temperature (checking body temperature, health conditions)
- Basic disease control within the show venue
    - Regardless of indoors or outdoors situations, the decision on whether or not to wear a mask is entrusted to each individual.
    - 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, provide effective ventilation (constant ventilation with mechanical ventilation, or open window ventilation).
    - Regardless of the status of a person, whether they are performers, production staff, guests, venue management, at the venue (including surrounding areas) the physical distance that must be secured between people is the same as the physical distance without people coming into contact with each other under the premise of masks being worn.
      - ※ 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.
    - 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

## 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.

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

- Make taking of temperature mandatory, if/when staff feels any abnormality in their health, along with dissemination of disease control/prevention of spread measures against COVID-19, utilizing guidance materials such as the “5 scenes” in which infection risk rises in daily life, “New Lifestyle”, etc. 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 purchasing an antigen kit, please be thorough in making sure that ① the sample is taken by the ill person themselves, under the supervision of a personnel who fully understands cautionary points in taking a sample, ② utilize a government approved antigen kit (“reference” below).  
(reference) “Regarding the promotion of active testing at the workplace (3rd edition)” (2022, October 19th bulletin)  
<https://www.mhlw.go.jp/content/000819050.pdf>
- In environments where there is a high risk of cluster outbreaks, such as environments where people involved in the show are close (labor-intensive environments), and where it is difficult to take general infection control measures, regular PCR tests will be conducted. is also useful, so we will actively consider introducing it.
- For vaccination Please refer to the Ministry of Health, Labor and Welfare's website "About the new corona vaccine".
- We recommend informing the Health Follow-up Center, etc. of test results of those people having symptoms.
- 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\\_iryuu/covid19-kikokusyasessyokusya.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19-kikokusyasessyokusya.html)
  - If/when a person has a history of traveling overseas, treat in accordance with safeguard inspections carried out at entry, designated by the Japanese government
  - Person who has tested positive for being infected by COVID-19, and is presently being instructed by a physician to stay home

- Regardless of indoors or outdoors situations, the decision on whether or not to wear a mask is entrusted to each individual.  
In situations in which staff are unable to wear a mask, such as when performers are performing, please be sure to surely follow the articles laid down in “1-2. Maintaining of physical distance among Show Staff”.

### **1-2. Maintaining of physical distance among Show Staff**

If in case there are people/staff who wish to wear a mask but are unable to do so due to the contents of their duties, such as models, etc., please be sure to lay down special considerations towards them.

### **1-3. Food and catering**

- If/when serving catered food or buffet style food/drinks, servings must be served either already dished up or be served individually by staff. When serving, the staff must wear a mask at all times, and be sure to use a new plate per serving. In addition, if/when using tongs/chopsticks/etc. to serve, and if use of such tools are to be shared by a number of staff, thoroughly carry out sterilization of hands/fingers. Or, designate use of tongs/chopsticks/etc. to individual use only, and thoroughly make sure use of tools are not shared. Furthermore, if/when using disposable gloves, make sure gloves are disposed of properly after use, and make sure they are not reused.
- When eating, make sure physical distance between seats are secured, and/or set up partitions, in addition to making sure sterilization of hands/fingers are thoroughly carried out, recommending the wearing of masks at all times other than during eating, and thoroughly ventilate.
- 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 should frequently wash their hands with soap and running water or use hand sanitizer.
- Please refrain from talking during meals.
- Please be aware of infection control during breaks and before and after the event.

### **1-4. Disease control on the runway and on-stage**

- Under the premise that ample ventilation is carried out, enough physical distance to prevent people from coming into physical contact with one another must be secured. Furthermore, coming into physical contact with one another should be avoided.
- 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.

### **1-5. Hair/makeup and costume**

- All models and hair-makeup staff must either wash hands with soap and running water, or sterilize hands/fingers, both before and after one hair-makeup session for one person. Furthermore, hair-makeup tools are not to be shared and/or reused among models/performers.
- 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.

### **1-6. 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.

### **1-7. Bathroom**

- 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.

### **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, 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, carry out the rules as needed (ventilation at all times by machine ventilation, or opening windows) to secure effective ventilation at all times.

- During the show, during the after-show interviews, etc. open windows/doorways (in two directions if possible) for ventilation.
- Also in backstage areas (fitting room, makeup room, etc.), waiting rooms, along with staff rooms, open windows/doorways (in two directions if possible) for ventilation.
- 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 ventilation in the case of, it is a guide. )

#### **1-9. Clean up/discarding 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.
- Hands must be washed with soap and running water and/or sterilized, before and 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, in preparation of such case that a guest having cold-like symptoms, etc. suspected of infection comes to the venue, or becomes ill at the venue, together in cooperation with venue management, make sure to grasp parties that need to be contacted in such case, conveyance steps (if in case it becomes necessary), nearest Public Health Center to the venue, returnee/close contact person telephone counselling center, so that you may advise the person suspected of being infected.
  - If such case arises, ① make the person suspected of being infected wear a mask properly, and depending upon condition ② guide person suspected of being infected to a “private room or space segregated by partitions, etc. (room/space with good ventilation is recommended) prohibiting entry of other people”, secured in advance, and once their condition settles down, advise to return home or visit the nearest medical institution. ③ If it is difficult for the person suspected of being infected to take actions of ② by themselves, Show Staff must contact the nearest medical institution/Public Health Center through venue management, and take necessary steps. ③ Stay at home until further instructions. As mentioned before, seek instructions from venue management.
  - (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 possible infection case arises among Show Staff
- Promptly isolate the person in question, and after securing an atmosphere in which that person will not come in contact with other people as much as possible, carry out the same steps indicated in above A.
  - 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.

### **1-11. Making widely known/understood**

- Please make the following widely known and understood by all Show Staff.
  - Thorough carrying out of cough etiquettes, washing of hands with soap and running water or sterilization of hands/fingers
  - Thorough securing of suitable physical distance

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

In choosing a venue, we recommend choosing an establishment which lays down specific measures to carry out in infection control efforts, along with carrying them out properly. Furthermore, in choosing a venue, please try to choose a venue that has ample space to secure a physical distance to prevent people from coming into physical contact with one another, taking into account the number of people scheduled to be present.

## **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 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.
- 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 areas (fitting rooms, makeup rooms, etc.), waiting rooms, staff rooms, etc. must be ventilated frequently, along with adequate sterilization of objects which have a high probability of being touched, such as door knobs, chairs, etc.
- 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.

## **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 standing areas, a physical distance to prevent people from coming into physical contact must be secured, and masks worn at all times.
- Make known thoroughly not to talk to one another while waiting for the show to start, by staff reminding each guest when guiding them to the standing area.
- 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.

### **2-4. 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.
- To secure a “30 square meters/person/time ventilation ability (building ventilation standard recommended by the Ministry of Health, Labour and Welfare)”, discuss with venue management and carry out ventilation at all times by machine ventilation or opening windows.
- Based on the venue’s standard facilities and functions, along with considering guest reactions etc. towards the show’s contents/style/form, and consultation with venue management, openings such as doors, etc. should be opened during intervals.

### **2-5. Waiting line inside and outside the venue**

- In situations in which waiting lines are necessary (entrance/exit, waiting to use the bathroom, etc.), guide guests so they may stand at a distance preventing coming into physical contact from one another, and depending upon the capacity of the venue, using the venue’s maximum capacity as a standard, try to have less people present.
- If/when baggage inspection is necessary, confirm only by sight. If in case staff needs to touch guest belongings, always wear disposable gloves, washing hands with soap and running water or sterilizing hands/fingers afterwards.

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

- Make known to guests/people present at the show, to restrict to hand clapping only, and refrain from shouting or speaking out loud in a large voice.
- Consider having announcements made by performers also, to disseminate “Basic Rules of Action” to guests.

## **4. Specific measures 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.

- (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) Based on past experience of carrying out shows/presentations, lay down an infection control plan that can be surely carried out towards each individual guest.
- (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 a mask is worn and the conditions of this guideline are met, due to the nature of the program, if guests are expected to shout, cheer, or sing in chorus, the distance between people should be 2m (at least 1m) to ensure.

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.

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.

#### **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
  - Pledge they have not tested positive for COVID-19, nor are they presently under instruction from a physician to stay home.
  - Consent to the policy that digital invitations/tickets will be sent only to those guests submitting a self-assessment assenting to the above contents

#### **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.
  - 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
  - As in the case of general prohibited actions, consent to being asked to leave

#### **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] The show host shall carry out a regulated exit by appointing seat blocks and guiding guests out by seat rows while securing physical distance among guests to prevent coming into physical contact with one another 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. Cooperation request articles for infection control/sanitation**

- 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 (enough distance to allow for no physical contact)among guests and/or Show Staff.

#### **4-6. Visitor meals and catering**

- If/when serving catered food or buffet style food/drinks, servings must be served either already dished up or be served individually by staff. When serving, the staff must wear a mask at all times, and be sure to use a new plate per serving. In addition, if/when using tongs/chopsticks/etc. to serve, and if use of such tools are to be shared by a number of staff, thoroughly carry out sterilization of hands/fingers. Or, designate use of tongs/chopsticks/etc. to individual use only, and thoroughly make sure use of tools are not shared. Furthermore, if/when using disposable gloves, make sure gloves are disposed of properly after use, and make sure they are not reused.
- When eating, make sure physical distance between seats are secured, and/or set up partitions, in addition to making sure sterilization of hands/fingers are thoroughly carried out, recommending the wearing of masks at all times other than during eating, and thoroughly ventilate.
- 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.

## **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 shall be decided through risk assessment of infection situations of the area of which the show is scheduled to be held. This is to be decided through discussions/consultations between local government and show host. Therefore, it is essential to build a cooperative consultation structure between local social structures of the area at which the show is scheduled to be held (local government, social health authorities, venue management, etc.) and show host.

- 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)

- 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

Reference material - Quoted from the Office for Promotion of Measures against Infectious Diseases such as Novel Coronavirus (Cabinet Secretariat) website

新型コロナウイルス感染症対策  
**子どものマスク着用について**

人と人の距離（2m以上を目安）が確保できる場合においては、マスクを着用する必要はありません。また、就学前のお子さんについては、マスク着用を一律には求めています。

**就学児について**  
(小学校から高校段階)

**マスク着用の必要がない場面**



- 屋外**
- ・人との距離が確保できる場合
  - ・人との距離が確保できなくても、会話をほとんど行わないような場合
  - ＜例＞離れて行う運動や移動
  - ＜例＞鬼ごっこなど密にならない外遊び
  - ＜例＞屋外で行う教育活動（自然観察・写生活動等）
- 屋内**
- ・人との距離が確保でき、会話をほとんど行わないような場合
  - ＜例＞個人で行う読書や調べたり考えたりする学習

**学校生活** 屋外の運動場に限らず、プールや屋内の体育館等を含め、体育の授業や運動部活動、登下校の際

※運動部活動において接触を伴う活動を行う場合は、各競技団体が作成するガイドライン等を確認ください

※活動中以外の練習場跡や更衣室等、食事や乗車での移動を行う場合は、状況に応じて、マスク着用を含めた感染対策を徹底しましょう

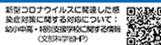
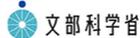
**高齢の方と会う時や病院に行く時は、マスクを着用しましょう。**

保育所・認定こども園・幼稚園等の  
**就学前児について**



- 2歳未満**  
マスクの着用は推奨しません。
- 2歳以上の就学前の子ども**  
他者との距離にかかわらず、マスク着用を一律には求めています。マスクを着用する場合は、保護者や周りの大人が子どもの体調に十分注意した上で着用しましょう。

- 気を付けるポイント**
- ▶夏場は、熱中症防止の観点から、マスクが必要ない場面では、マスクを外すことを推奨します。
  - ▶マスクを着用しない場合であっても引き続き、手洗い、「密」の回避等の基本的な感染対策を継続しましょう。
- ※その他世帯の状況に応じて、講じられている対策がある場合、それを踏まえ対応をお願いします。



新型コロナウイルス感染症対策  
**屋外・屋内でのマスク着用について**

○マスク着用は従来同様、基本的な感染防止対策として重要です。一人ひとりの行動が、大切な人と私たちの日常を守ることに繋がります。

○屋外では、人との距離（2m以上を目安）が確保できる場合や、距離が確保できなくても、会話をほとんど行わない場合は、マスクを着用する必要はありません。

○屋内では、人との距離（2m以上を目安）が確保でき、かつ会話をほとんど行わない場合は、マスクを着用する必要はありません。

	距離が確保できる	距離が確保できない
会話を する	マスク必要なし	マスク着用推奨
会話を ほとんど 行わない	マスク必要なし	マスク必要なし

公園での散歩やランニング、サイクリングなど  
徒歩や自転車での運動など、屋外で人とすれ違う場面

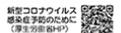
	距離が確保できる	距離が確保できない
会話を する	マスク着用推奨	マスク着用推奨
会話を ほとんど 行わない	マスク必要なし	マスク着用推奨

※十分な感染防止対策を講じている場合は外すことも可  
※十分な感染防止対策を講じている場合は外すことも可  
※十分な感染防止対策を講じている場合は外すことも可

図書館での読書、芸術鑑賞  
運動ラッシュ時や人混みの中ではマスクを着用しましょう

**高齢の方と会う時や病院に行く時は、マスクを着用しましょう。**  
体調不良時の出勤・登校・移動はお控えください。

**夏場は、熱中症防止の観点から、屋外でマスクの必要のない場面では、マスクを外すことを推奨します。**



Example: Announcements and boards inside and outside the venue (Quoted from the Ministry of Health, Labor and Welfare website)

2022年版



新型コロナウイルス

# 感染拡大防止

へのご協力を  
お願いします

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ワクチン接種後も、「マスクの着用」や「手洗い」、  
「3密(密接・密集・密閉)回避」などを徹底してください。



## 正しく使おうマスク!



① 鼻の形に合わせ  
すき間をふさぐ



② あご下まで伸ばし顔に  
すき間なくフィットさせる

ポイント

会話時は必ず着用!

- ・鼻出しマスク× あごマスク×
- ・着けたら外側は触らない
- ・ひもを持って着脱
- ・品質の確かな、できれば不織布を

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## こまめにしよう 手洗い・手指消毒!

こんなタイミングでは必ず!

- ・共用物に触った後
- ・食事の前後
- ・公共交通機関の利用後 など

ポイント



指先・爪の間 指の間や手首も  
忘れずに洗いましょう!

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## 目指そうゼロ密!

一つの密でも避けましょう!!



密接



密集



密閉

マスクなし× 大声× 大人数× 近距離× 換気が悪い× 狭い所×

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▶ 体調不良時の出勤・登校・移動はお控えください。 ▶ ワクチン未接種の方は接種をお願いします。

