

2nd Edition

Guidelines for Preventing the Spread of COVID-19

19 September 2020

The spread of the new coronavirus (COVID-19) requires fresh thinking, and increased safety precautions when hosting events.

ICC Kyoto has introduced the following measures in response to evolving guest expectations, in response to COVID-19.

The guideline is based on the current “Basic Policies for Novel Coronavirus Disease Control” issued by the Japanese government. We will continue to monitor policy changes from the Japanese government and local authorities.

We understand that each event entails different specifications. Our staff will work with you to apply specific safety measures to meet the exact requirements of your event. Please contact your dedicated staff to discuss your event needs.

1. Our treatments

- (1) Sanitizer stations are set up at the entrance of the Main Building, Event Hall, New Hall and Annex Hall. If additional hand sanitization stations are needed for other spaces, event organizers need to prepare them.
- (2) A thermal camera (capable of non-contact body temperature measurement for one person at a time) is installed at the main entrance of ICC Kyoto. For entrances other than the main entrance, we will introduce suppliers which rent thermal cameras and other equipment for simultaneously measuring the body temperature of multiple people. Please inquire if you are interested.
- (3) Fresh air is ensured by the constant operation of air conditioning and ventilation systems in all buildings.
- (4) High touch points including door handles and elevator buttons are cleaned, with alcohol, every morning.
- (5) Sofas and tables in lobby areas are arranged to encourage social distancing.
- (6) Plastic sheets are installed at the main entrance information desk, the permanent cloak desk and the service entrance desk.
- (7) There is signage to support health and safety messaging for the prevention of COVID-19. COVID-19 safe behavior, social distancing requirements, wearing a mask, etc.
Signboards with the QR code for registration onto Kyoto City's tracking service to help stop the spread of COVID-19, "Kyoto City Notification Service of COVID-19 Positive Cases".
- (8) All of our staff wear masks, check their body temperatures and wash their hands to ensure the safety of customers.

2. Organizers' Obligations

ICC Kyoto has established the following admission restrictions for use of our facilities. Please comply with these rules.

(1) Any person under the following conditions will be refused admission.

- 1) Anyone with a temperature of 37.5 degrees Celsius or higher
- 2) Anyone who has cough, sore throat, or shortness of breath
- 3) Anyone who feels fatigue or loss of taste or smell
- 4) Anyone travelling from overseas within 14 days categorized as denied permission to enter Japan or someone who has been in close contact with them
- 5) Anyone who has taken medicine or got a medical check-up at the hospital within 14 days because of common cold, or someone who has been in close contact with them
- 6) Aside from above, anyone who is suspected having coronavirus infection

(2) Organizers must take the following measures.

- 1) Make participants aware that anyone under conditions as listed above in (1) cannot enter the facilities
- 2) Measure body temperature, etc., at the time of admission and check for symptoms as listed above in (1)
- 3) Refuse admission to anyone under the conditions as listed above in (1), and encourage that person to return home
- 4) Do not allow work by staff under the conditions as listed above in (1)

(3) Exceptions to admission restrictions

As an exception, admission is allowed if there are special circumstances which significantly affect the life or rights of participants; for example, taking entrance examinations, etc. However, the organizer should take the utmost measures to prevent the spread of infection; for example, avoiding contact with other participants by setting up separate rooms for examinees who have a fever.

If organizers do not comply with the duties listed above, ICC Kyoto may refuse use of our facilities or may cancel the permission for use. Furthermore, ICC Kyoto may charge the organizer for the actual cost (cost of disinfection, etc.) for any damages that we may incur.

3. ICC Kyoto's request for Organizers

(1) Please cooperate with the following measures aimed at creating a safe environment for everyone.

- Avoid the Three Cs (Crowded places, Close-contact settings, Confined and enclosed space)

Consider the risk of infection among participants and implement social distancing for the meeting room layout, reception area, cloakrooms, and other facilities in order to prevent the Three Cs. To assist in achieving this goal, please implement the following measures to the greatest extent possible.

- 1) Set the admission restrictions
- 2) Keep silent as much as possible
- 3) Limit the conference hours
- 4) Separate the entrance and exit

- Room capacities

In accordance with government policy it is now acceptable to allow attendance up to 100% capacity at the maximum for lectures, ceremonies, exhibitions, etc. up to the end of November, as long as measures to prevent virus spreading are thoroughly implemented. However, organizers are asked to continue implementing the following.

- 1) Use seating arrangements that maintain appropriate distancing
- 2) Maintain distance between speaker and participants (2 meters at least) and use plastic panels
- 3) Observe measures that prevent droplet transmission between seats, such as mask wearing, etc.

(2) Establish Coronavirus Response Manager and conduct preliminary meetings

In order to provide a safe and secure environment for visitors, organizers are asked to establish a "Coronavirus Response Manager" and engage in adequate pre-event information sharing and meetings concerning measures for the prevention of spreading in ICC Kyoto.

(3) Establish a system for tracing participants

Please take the following measures in order to prevent the spread of infection.

- ① Make the list of participants. In case that participants who are infected attended the meeting, organizers will have to provide that list to the healthcare agency.
- ② Participants should register "Kyoto City New Coronavirus Contact Tracing Service"
<https://www.city.kyoto.lg.jp/hokenfukushi/page/0000270672.html>
- ③ Participants should register COVID-19 Contact-Confirming Application (COCOA).
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html

(4) Always wear masks and use proper coughing etiquette

In order to prevent the spread of infection, always wear a mask inside of facilities, use proper coughing etiquette, periodically wash your hands and gargle, and use hand sanitizer.

(5) Measures for preventing the spread of infection / raising awareness for measures

In order to prevent the spread of infection among participants, organizers should inform (including posting information on websites, etc.) participants of the following measures in advance.

- 1) ICC Kyoto's entering restrictions (see 2. Organizers' Obligations)
- 2) Participants should measure their body temperature before leaving home
- 3) Participants wear masks and mind the "coughing etiquette"
- 4) Participants wash hands and gargle before leaving home
- 5) Participants use sanitizers before entering the venue
- 6) Participants should refrain from discarding masks in the venue

4. Food and Beverages

- (1) Food and beverages will be served individually to each person. We currently do not take orders for buffet-style catering. To discuss your specific event, please contact your dedicated staff at the ICC Kyoto Catering Service.
- (2) Room layouts will be set in adhering to our catering social distancing regulations.