

4th Edition

Guidelines for Preventing the Spread of COVID-19

17 December 2020

Introduction

At ICC Kyoto, we have implemented a thorough set of measures to prevent the spread of COVID-19 and provide an environment where visitors can attend meetings safely and with peace of mind. These guidelines describe the practical measures ICC Kyoto implements as well as the procedures we ask organizers to follow. They were created for the purpose of better coordination, cooperation and visitor safety.

On drafting the guidelines, we referenced the “Basic Policies for Novel Coronavirus Disease Control” (March 28, 2020 / revised May 25, 2020) issued by the Japanese government and other guidelines independently issued by other industries and groups including the theater and tradeshow industries.

Because the situation is constantly changing, we will continue to monitor policy changes or new requests from the Japanese government and local authorities, as well as the social state of affairs, and make revisions to the guidelines as necessary.

For matters not mentioned in these guidelines, please refer to the ICC Kyoto Terms of Use.

1. Our treatments

<1> Admission restrictions on people suspected of having COVID-19 (fever, etc.)

Anyone who is suspected of having COVID-19 (for example, has a fever of 37.5°C or higher or other symptoms) will be refused admission to the facilities.

<2> Masks

We ask that everyone wear a mask within the facilities to help prevent the spread of the virus. However, people who cannot wear a mask due to hyperesthesia or other medical reasons are exempt.

<3> Other measures

(1) Sanitizer stations

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) Air circulation

Fresh air is ensured by the constant operation of air conditioning and ventilation systems in all buildings.

(3) Cleaning

High touch points including door handles and elevator buttons are cleaned, with alcohol, every morning.

To help prevent infection, cleaning staff will also wear masks and gloves.

Furthermore, masks used by participants should not be disposed of within the venue or facilities

(4) Public spaces

Sofas and tables in lobby areas are arranged to encourage social distancing.

(5) Plastic sheets

Plastic sheets are installed at the main entrance information desk, the permanent cloak desk and the service entrance desk.

(6) Signage

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".

(7) ICC Kyoto employees and business partner workers

A : All employees and workers are required to take their temperature before coming to work and to wear a mask in the facilities. ICC Kyoto centrally manages the health and physical condition of all employees.

B : Workers with a fever of 37.5° C or higher or who do not feel well must stay home.

C : Employees and workers regularly wash hands and gargle.

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

[A] Establish a COVID-19 Response Manager and hold preliminary meetings

In order to provide a safe and secure environment for all visitors, please appoint a COVID-19 Response Manager among your staff. The COVID-19 Response Manager will discuss and exchange information with our staff in advance regarding measures for preventing the spread of the virus.

[B] Notify the below conditions prior to the event

The organizer should notify attendees of the below conditions prior to the event and refuse admission to anyone who is suspected of having COVID-19

- 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

[C] Check the physical condition of attendees upon admission

The organizer must conduct the following:

- ① Notify attendees of the conditions as listed above in [B], and request people to voluntarily report if any conditions apply. Notify in advance that anyone who is suspected of having COVID-19 cannot enter the facilities.
- ② Measure body temperature, etc., at the time of admission and check for symptoms as listed above in [B] (※)
- ③ During the event, if the organizer becomes aware that someone in the facilities falls under one of the conditions as listed above in [B] or is otherwise suspected of having COVID-19, immediately have the person leave the facilities and encourage the person to go home or be examined.
- ④ Do not allow work by staff under the conditions as listed above in [B]

※ For information regarding the thermal camera used at the event, we will introduce suppliers.

[D] 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.

[E] Masks

To help prevent the spread of the virus, attendees and staff members must wear masks while inside the facilities. However, people who cannot wear a mask due to hyperesthesia or other medical reasons are exempt.

[F] Measures for singing or speaking in loud voices

If a performer will be singing or speaking in a loud voice, please make sure the performer is a safe distance away from the audience (at least 2 meters). If more than one person will be singing together (a choir, etc.), please take necessary precautions to prevent the spread of the virus. For example, mandate mask-wearing or install acrylic barriers between the performers.

In addition, staff members should be ready and in position to directly caution anyone in the audience who is speaking too loudly (cheering, etc.).

[G] When someone is suspected of having COVID-19

If anyone in the facilities is suspected of having COVID-19, immediately have the person leave the facilities, encourage an outpatient examination, and immediately inform ICC Kyoto of the situation.

If the person is not feeling well enough to leave the facilities, temporarily transport them to the first-aid room, confirm their condition, and make an immediate request for emergency transportation.

In this case also, immediately inform ICC Kyoto.

If the organizer does not comply with the above guidelines, ICC Kyoto may demand the necessary corrections to be made. In the case of damages incurred, whether intentional or due to serious negligence, ICC Kyoto may demand payment to cover actual costs (cost of disinfection, etc.).

[A] Admission restrictions to facilities and buildings, capacity restrictions, layout

- ① - 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

- ② - Room capacities

In compliance with the “Reinforced efforts to enforce compliance to restrictions and infection-control guidelines for events until the end of February” issued by the Japanese government, ICC Kyoto will allow attendance up to 100% capacity for lectures, ceremonies, exhibitions and other events until the end of February, as long as there is no loud cheering and the organizer thoroughly implements measures for preventing the spread of the virus.

- 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.

[B] 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

3. ICC Kyoto's request for Organizers

[C] 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.

[D] 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

Food and beverage policies will be as below until further notice.

(1) Serving style

We encourage serving food in courses or in bento lunchboxes, which have a relatively low risk of spreading the virus. Buffet style serving will only be allowed with seating in Banquet Halls Sakura and Swan, and only if social distancing measures are implemented.

(2) Room layouts

Room layouts will be set in adhering to our catering social distancing regulations.

(3) Prevention of droplet transmission

We encourage wearing masks when not seated and installing acrylic barriers at seats.

For more details, please see the “Food and Beverage Guidelines for Preventing the Spread of COVID-19” issued by the ICC Kyoto Catering Service .

<https://www.icckyo.or.jp/wp-content/uploads/2021/01/Infection-Prevention-Guidelines-for-Banquets.pdf>

Revisions

1st edition: June 19, 2020

2nd edition: July 30, 2020

3rd edition: September 23, 2020