

9th Edition

Guidelines for Preventing the Spread of COVID-19

12 April 2022

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 specific measures ICC Kyoto implements as well as the procedures we ask organizers to follow, with the goal of enhancing mutual coordination and cooperation to ensure visitor safety.

When making these guidelines, the “Basic Policies for Novel Coronavirus Disease Control” (19 November 2021 / revised 17 March 2022) issued by the Japanese government and other guidelines independently issued by the theater, exhibition, and other industries and groups were used as a reference.

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.



In April 2021, ICC Kyoto became the first international conference center and exhibition hall in Asia to acquire GBAC STAR™ Accreditation, which certifies that ICC Kyoto is a facility that fulfills international sanitation standards for infectious disease prevention.

1. ICC Kyoto's Policies and Measures

(1) Basic Policy

① Restrictions on admission

Admission to the facilities will be refused to the following:

- A. Those who have not completed the required quarantine period after entering the country as designated by the government
- B. Those who have not completed the required recovery period (for those infected) or the required waiting period (for close contacts of those infected) as designated by the government
- C. Those with a fever of 37.5°C or higher
- D. Those with symptoms such as cough, headache, or difficulty breathing
- E. Those who are experiencing extreme fatigue, loss of taste or smell, or other signs of ill health
- F. Any others who are suspected of having COVID-19

*Exceptions

Exceptions may be made if there are special circumstances which significantly affect the life or rights of participants, for example during entrance examinations. However, the organizer should take the utmost measures to prevent the spread of infection, such as preventing contact with other participants by setting up separate rooms for examinees who have a fever.

② Capacity

If the number of daily participants is 5,000 pax or fewer, 100% of full capacity is permitted. However, for events with cheering or loud voices, capacity is limited to 50% of full capacity, in line with the policies of the national government and Kyoto Prefecture.

③ 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.

④ Use of hand sanitizer upon entry

In order to help prevent the spread of the virus, all visitors are required to use hand sanitizer upon entering the facilities.

1. ICC Kyoto's Policies and Measures

(2) Specific Measures

① Hand sanitizer stations

Sanitizer stations are set up at the entrances of the Main Building, Annex Hall, New Hall, and Event Hall, in addition to service entrances and the automatic doors by the connecting passageway to the Event Hall. Any additional hand sanitizer stations for spaces such as the entrances to meeting rooms should be prepared by event organizers as needed.

② Air circulation

The air conditioning and ventilation systems are set to circulate air from outside as much as possible.

③ Cleaning

High touch points including door handles, handrails, and desk surfaces are cleaned with alcohol every morning by cleaning staff, who wear masks and gloves to prevent the spread of infection.

Participants should refrain from disposing of their masks within the venue or facilities.

④ Public spaces

Furniture such as sofas and tables in lobby areas and other public spaces are arranged to encourage social distancing, for example by changing the placement or reducing the number of seats available.

⑤ Plastic sheets

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

⑥ Signage

Signs are posted throughout the facilities with information about infection prevention measures. There are also QR codes posted for easy registration for the "Kyoto City Notification Service of COVID-19 Positive Cases", which will notify users of any positive cases confirmed at ICC Kyoto.

⑦ ICC Kyoto employees and staff of partner companies

- A. ICC Kyoto manages the health and physical condition of all employees and staff, with all employees required to take their temperature before coming to work and wear masks in the facilities.
- B. Employees and staff with a fever of 37.5°C or higher or who do not feel well are not permitted to come to work.
- C. Hand washing and gargling is strictly enforced.

(1) Rules for Organizers

A. Admission restrictions

In order to use the facilities, organizers should review ICC Kyoto's basic policy for preventing the spread of COVID-19 in advance and restrict admission to the facilities accordingly.

B. Checklist for preventing the spread of COVID-19

In order to provide a safe and secure environment for all visitors, organizers should appoint a staff member to be responsible for measures against COVID-19. They should also review the current policies based on ICC Kyoto's checklist for preventing the spread of COVID-19 and submit the checklist to ICC Kyoto before the event.

C. Confirmation of physical condition of participants upon entry

Organizers must carry out the following:

- ① Conduct temperature checks at the time of entry and confirm whether or not anybody should be refused admission based on self-reported symptoms, etc.*
- ② If the organizer becomes aware during the event that a participant meets any of the conditions for refusal of admission, immediately have the participant leave the facilities and encourage them to go home or have a medical examination.
- ③ Do not allow any staff who meet any of the conditions for refusal of admission to work.

D. Measures for singing or loud voices

If a performer will be singing or speaking in a loud voice, or if there will be performances with wind instruments, organizers should ensure that the stage is at least 2 meters away from the audience. If more than one person will be singing together (for example, a choir), or if multiple wind instruments will be used, organizers should take necessary precautions to prevent the spread of the virus among performers and the audience, such as requiring masks or installing plastic barriers between the performers.

In addition, staff members should be available to provide individual notice to anyone in the audience who is speaking too loudly (cheering, etc.).

E. Measures for suspected cases of COVID-19

If there is a suspected case of COVID-19, organizers should immediately have the participant leave the facilities and conduct the appropriate measures, such as having them take a test at a medical institution, in addition to immediately informing ICC Kyoto of the situation.

If the person in question is not feeling well enough to leave the facilities, they should be temporarily transported to the first-aid room to confirm their condition before calling for emergency transportation. ICC Kyoto should also be informed immediately.

If organizers do not comply with the rules above, ICC Kyoto may demand the necessary corrections be made. In the case of damages incurred, whether intentional or due to gross negligence, ICC Kyoto may charge organizers for actual costs (for example, the cost of disinfection).

*Please inquire for more information on suppliers for rentals for thermal cameras, etc.
https://www.icckyo.or.jp/en/about_us-2/coronavirus/

2. Measures for Organizers

(2) Requests to Organizers

A. Admission restrictions, capacity, layout

① Avoiding the Three Cs

Organizers should consider the risk of infection among participants and implement social distancing for meeting room layouts, reception areas, cloakrooms, and other facilities in order to prevent the Three Cs (crowded places, close-contact settings, confined and enclosed spaces). To assist in achieving this goal, please implement the following measures to the greatest extent possible:

1. Restrict admission during busy periods
2. Endeavor to conduct proceedings in a way that does not involve loud conversation
3. Limit event hours to avoid long periods of stay
4. If a room has multiple entryways, designate separate doors for entrances and exits

Organizers are also asked to consider the following to maintain physical distance:

1. Seating allocation that maintains the appropriate spacing
2. Maintaining at least 2m of space between speakers, etc. and participants, as well as using plastic barriers
3. Preventing droplet infection to adjacent seats, etc. by requiring masks, etc.

B. Contact tracing for participants

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

- ① Prepare a list of participants that can be submitted to the public health center or relevant authorities if there is a positive case among the attendees
- ② Ask participants to register for the “Kyoto City Notification Service of COVID-19 Positive Cases”, which will notify users of any positive cases confirmed at ICC Kyoto.
URL: <https://www.city.kyoto.lg.jp/hokenfukushi/page/0000270672.html>
- ③ Ask participants to install the COVID-19 Contact-Confirming Application (COCOA) developed by the Japanese Ministry of Health, Labour and Welfare
URL: https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00007.html

C. Informing participants of infection prevention measures in advance

In order to prevent the spread of infection among participants, organizers should inform participants of the following measures in advance:

- ① Restrictions on admission
- ② Temperature checks and use of hand sanitizer upon entering the facilities
- ③ Masks and cough etiquette
- ④ Hand washing and gargling
- ⑤ Refraining from discarding masks in the venue

3. Food and Beverages

(1) Restriction on eating and drinking outside of food and beverage areas

Food and beverages may only be consumed in designated areas permitted by ICC Kyoto.

(2) Serving styles

We recommend serving food and beverage that is at lower risk for spreading infection, such as course meals or bento boxes, in a seated format. Please consult with your ICC Kyoto sales representative about buffets and other serving styles that involve free movement.

(3) Capacity

We recommend limiting capacity to less than 50% of full capacity, or less than 60% of full capacity when using plastic barriers.

Example: If using round tables with diameters of 2m

Full capacity: 10 pax / table x 14 tables = up to 140 pax

50%: 5 pax / table x 14 tables = up to 70 pax

(4) Time restrictions for food and beverages

Time restrictions for food and beverages and/or restrictions for serving alcohol will be implemented according to directives or requests from the national government or Kyoto Prefecture.

(5) Measures to prevent droplet infection

A. Use of plastic barriers

When serving food and beverages, plastic barriers should be used if there is less than 1m between seats from side-to-side and less than 2m between seats face-to-face. We recommend that plastic barriers be used even if seats are spaced further apart than listed above.

B. Layouts that prevent the Three Cs

Organizers are asked to do their utmost to create layouts for food and beverage areas that avoid the Three Cs (crowded places, close-contact settings, confined and enclosed spaces).

C. Refraining from pouring drinks

Participants should refrain from pouring drinks for each other.

D. Masks

We recommend that masks be worn whenever conversation takes place, even during meals.

Organizers should encourage participants to refrain from speaking while eating.

Revision History

1st Edition: 19 June 2020
2nd Edition: 30 July 2020
3rd Edition: 23 Sept. 2020

4th Edition: 17 Dec. 2020
5th Edition: 13 Jan. 2021
6th Edition: 2 April 2021

7th Edition: 22 June 2021
8th Edition: 17 Sept. 2021
9th Edition: 12 April 2022