

**10th Edition**

# Guidelines for Preventing the Spread of COVID-19

**27 October 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.

These guidelines were made using the “Basic Policies for Novel Coronavirus Disease Control” (19 November 2021 / revised 8 September 2022) issued by the Japanese government and other guidelines independently issued by the theater, exhibition, and other industries and groups 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 recovery period (for those infected) or the required waiting period (for close contacts of those infected) as designated by the government
- B. Those with a fever of 37.5°C or higher
- C. Those with symptoms such as cough, headache, or difficulty breathing
- D. Those who are experiencing extreme fatigue, loss of taste or smell, or other signs of ill health
- E. Any others who are suspected of having COVID-19

#### \*Exceptions

Exceptions may be made if there are special circumstances such as entrance examinations which significantly affect the life or rights of participants. 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

For events that do not include cheering or loud voices, 100% of full capacity is permitted. However, for events with cheering or loud voices, please limit capacity according to the policies of the national government and Kyoto Prefecture.

Venues With Fixed Capacities			
	Less than 5,000 people	5,000 – 10,000 people	Over 10,000 people
No cheering/loud voices	Full capacity*	Up to 5,000 people	Up to 50% of full capacity
		Full capacity allowed with a safety plan for infection prevention	
Cheering/loud voices	Up to 50% of full capacity*		

Venues Without Fixed Capacities		
	With appropriate social distancing (2m, minimum 1m)	With enough space to prevent physical contact
No cheering/loud voices	No limit on capacity*	Up to 5,000 people*
		Full capacity allowed with a safety plan for infection prevention
Cheering/loud voices	No limit on capacity*	

\*A checklist for infection prevention must be made public on the organizer's website, social media, etc.  
 Note: If the same event has both areas with cheering/loud voices and areas without, capacity can be changed in each area according to the guidelines.

Original source (accessed on 17 Oct. 2022):  
<https://www.pref.kyoto.jp/kikikanri/daikiboeventjizensoudan.html>

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.

**(2) Specific Measures**

① **Hand sanitizer**

Hand sanitizer is available at the entrances of the Main Building, Annex Hall, New Hall, Event Hall, and the Main Hall service entrance. Any additional hand sanitizer 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 facilities.

④ **Plastic sheets**

Plastic sheets are installed at the main and south entrance information desks and the service entrance desk to prevent droplet infection.

⑤ **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 starting work and wear masks in the facilities.

B. Employees and staff with a fever of 37.5°C or higher or those who do not feel well are not permitted to come to work.

C. Hand washing and gargling is strictly enforced.

## 2. Measures for Organizers

### **(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 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 informing ICC Kyoto of the situation as soon as possible.

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.

\*Please inquire for more information on suppliers for rentals for thermal cameras, etc.  
[https://www.icckyo.or.jp/en/about\\_us-2/coronavirus/](https://www.icckyo.or.jp/en/about_us-2/coronavirus/)

## 2. Measures for Organizers

### **(2) Requests to Organizers**

#### **A. Admission restrictions, social distancing, prevention of droplet infection**

Organizers should consider implementing the measures below as much as possible to reduce the risk of infection spreading among participations.

1. Restricting admission during busy periods
2. Using seating allocations that maintain the appropriate spacing
3. Preventing droplet infection to adjacent seats, etc. by requiring masks, etc.

#### **B. Contact tracing for participants**

Please 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.

#### **C. Informing participants of infection prevention measures in advance**

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) Use of plastic barriers**

When serving food and beverages, we recommend using plastic barriers if there is less than 1m between seats from side-to-side and less than 2m between seats face-to-face.

### **(2) Layouts that prevent crowding**

We recommend arranging layouts in ways that prevent crowding, for example creating one-way lanes for movement.

### **(3) Serving methods for buffets**

Buffet tables will have designated entrances/exits and one-way lanes, and tongs and other items frequently touched by guests will be regularly disinfected.

### **(4) Serving methods for alcohol**

Please ask participants to refrain from pouring drinks for each other.

### **(5) Masks**

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

Organizers should encourage participants to refrain from speaking while eating.

### **(6) Announcements**

Please consider using announcements, etc. to remind participants to wear masks, refrain from pouring each other drinks, etc.

### **(7) Other**

For buffets taking place inside exhibition areas, coffee breaks in public spaces, etc., we recommend that organizers ensure that there is enough space to prevent crowding.

Please consult with the ICC Kyoto sales staff if you have any additional questions.

#### **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  
10th Edition: 27 Oct. 2022