

Coronavirus Disease (COVID-19) Prevention Manual

IMPORTANT

As of April 1, 2023

Coronavirus Disease (COVID-19) Prevention

About these guidelines

We have established these guidelines, based on "**Exhibition Industry Guidelines for Preventing the Spread of COVID-19 Infection**" created by the Japan Exhibition Association and "**COVID-19 Prevention Measures at Trade fairs**" created by Tokyo Big Sight Inc., in order to prevent the spread of COVID-19 infection during the trade fair period.

In order to take all possible measures for trade fairs, **1.[Infection control measures to be taken by the organiser] 2.[Infection prevention measures to be taken by exhibitors] 3.[Infection control measures addressed to visitors]** are specified. We ask that you read these guidelines and to cooperate with infection prevention measures. *These guidelines are as of 1 April, 2023. The content of these guidelines may be reviewed and revised as necessary based upon the advice of experts and changes in infection rates.

Basic Policies

Organisers should plan the venue structure and site operation to reduce as far as possible crowding of exhibitors and visitors so as to prevent infection, which are **1) Closed spaces with poor ventilation 2) Crowded places with many people nearby 3) Close-contact setting such as close-range conversations**, and publicize the specific measures to the attendees (e.g. exhibitors, visitors, relevant parties, and supporting companies) and make efforts so the attendees would comply thoroughly with the measures.

Request of enforcement of modified basic lifestyle

To prevent infection, we ask that you cooperate with the following basic lifestyle modifications routinely, including during trade fairs.

-Frequent hand washing / sanitizing

-Avoidance of 3 C's

-Checking of body temperature and physical condition every morning

* Anyone with a temperature of 37.5°C or over, or who is not feeling well, should not come to the venue.

Those who apply to the following conditions on the day of visit to our trade fairs will not be allowed to enter

- Those who present with a body temperature of 37.5°C or over
- Those who have symptoms such as cough, sore throat, or difficulty breathing
- Those who have been infected with COVID-19 and have not passed the medical treatment period specified by the government.
- Those who enter or return from countries/regions designated by the government and are in self-quarantine period, or have had close contact with applicable residents.
- Those who are not feeling well (e.g., abnormal sense of taste or smell, fatigue)

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1. Infection control measures to be taken by the organiser

[Management of Attendees]

- For exhibitors and visitors from prefectures under special precautions and overseas, we will set another rule that emphasizes safety in accordance with infection conditions as well as policies and instructions from the central and local governments.

[Plan of on-site operation and traffic line]

- Plan the venue structure that avoids 3 C's.

[Hygiene measures]

- Install hand sanitizer at the entrance of the exhibition halls and recommend visitors to disinfect their hands.
- If temporary rest areas or lounge are installed in the exhibition halls, disinfectant should be provided at each table or at a location that is specifically set up for that, except for simple rest areas consisting of benches only.

[Measures to be taken during selling/providing food and drink]

- If tables and chairs are provided, these should not be placed directly in front, or arranged separation of at least 1 meter between visitors.
- Ensure that all visitors eat and drink at the designated areas where necessary infection measures are taken which should be reminded by signs.
- Disinfect tables and chairs, using alcohol-based disinfectant, etc.
- In the case of rest areas consisting only of tables and chairs and without selling/providing food and drink, tables, chair backrests and other high-contact surfaces should be disinfected.
- Disposable tableware should be used as much as possible. If trays are reused, they should be cleaned or disinfected.
- Hand sanitizer should be provided at each table or area for visitors to use.
- Sales staff and kitchen staff should wash/sanitize hands frequently.
- If installing splash guards or other physical barriers, avoid installing them near heat or incandescent light-emitting equipment of fixtures. If such barriers are needed for infection control, ensure that fire-retardant, non-combustible or flame-resistant materials are used.

Pre-fair (During planning)	Create and disseminate infection control measures to exhibitors (See 2. [Infection control measures to be taken by exhibitors]).
During move-in & move-out and the fair	<ul style="list-style-type: none"> • Those with a fever of 37.5°C or over are not allowed to enter the venue, and the contact information of the infection consultation centre is given. If their symptoms prevent them from going home, take them to the medical room. • Install hand sanitizers and signage that encourage their use at the venue entrance and other high-traffic areas. Sanitizers should be refilled regularly. • Frequent ventilation in the venue. • Frequently disinfect and clean contacted items and surface, except for exhibitors' booth, shared by many (e.g., tables, chair backs, door handles, electric switches, phones, keyboards, tablets, touch panels, cash registers, faucets, handrails). • Chairs and equipment are cleaned and disinfected.

2. Infection control measures to be taken by exhibitors

Exhibitors should read and share these guidelines with their staffs and subcontractors (excluding official stand constructor).

Pre-fair (During planning)	-Create a booth design that considers prevention of congestion -Disinfect exhibited products frequently or take other measures to prevent visitors from touching the exhibits
	Plan for management of in-house and outsourced staffs attending the exhibitors' booths, and preventive measures.
	If food and beverages will be provided to many unspecified visitors (e.g., tasting), Form <Food & Beverage> in the Exhibitor Manual should be submitted in advance and the required facilities and provision methods specified by the public health centre should be followed. Persons in charge of tasting should wear masks (* non-woven mask is recommended) and gloves, use disposable tableware, and make sure to dispose of garbage after completely sealing the waste bags. Tasting staff should also wear face shields in order to prevent infection by splash.
During move-in & move-out and the fair	Frequently disinfect and clean contacted items and surface shared by many (e.g., exhibited products, tables, chair backs, door handles, electric switches, phones, keyboards, tablets, touchpanels, cash registers, faucets, handrails).
	Garbage that may be infected with viruses (e.g., masks, used tissues, leftover food, leftover drinkcups) should always be put in a sealed container such as a plastic bag, and should be disposed of in a place designated by the organiser.
	Strive to prevent congestion in the booth.

3. Infection control measures addressed to visitors

The organiser announces the following requests through the official website, visitor pre-registration page, email distribution, etc.

At admission	<p>Visitors for whom any of the following applies on the day of the visit to our trade fairs will not be allowed to enter the fair.</p> <ul style="list-style-type: none"> • Those who present with a body temperature of 37.5°C or over. • Those who have symptoms such as cough, sore throat, or difficulty breathing. • Those who have been infected with COVID-19 and have not passed the medical treatment period specified by the government. • Those who enter or return from countries/regions designated by the government and are in self-quarantine period, or have had close contact with applicable residents. • Those who are not feeling well (e.g., abnormal sense of taste or smell, fatigue).
After entry to the venue (during business meeting)	<ul style="list-style-type: none"> • Frequent hand washing / sanitizing.