



Aichi Sky Expo COVID-19 Infection Control Guideline 【For Organizers】 (Updated Version)

August 1st, 2020

Aichi International Convention & Exhibition Center Co., Ltd.

■ Introduction

Aichi International Convention & Exhibition Center has drafted these guidelines based on the “Basic Policies Novel Coronavirus Disease Control” (issued by the Japanese government’s Novel Coronavirus Response Headquarters and the “Analysis and Recommendations of the Response to the Novel Coronavirus” issued by the Experts Meeting on the Control of the New Coronavirus Disease.

These guidelines may be revised as per changes in guidelines released by the national government, the Expert Meeting on the Control of the Novel Coronavirus, Aichi Prefecture, and/or other relevant sources.

■ Infection Control Guidelines

1. Number of Participants to Consider for Events

The contents of the event should be based on the revised “Basic Policies for Novel Coronavirus Disease Control” announced by the government on May 25th when it lifted the state of emergency, and the “Gradual relaxation criteria” of restrictions on social and economic activities and self-restraint.

Date	Concerts	Exhibitions	Sports Events	Festivals & Outdoor Events	
				National or Regional	Local
First Phase From May 25th	○ 【Up to 100 people or 50% of capacity(*) (200 people if outdoor)】 * Use of loud voices in closed spaces and spaces where physical distance cannot be observed, as well as the use of wind instruments will require more caution	○ 【Up to 100 people or 50% of capacity】 * Spaces where physical distance cannot be observed will require more caution	×		△ 【Up to 100 people or 50% of capacity (200 people if outdoor)】 * Limiting participation to a designated local area ,track attendee numbers
Second Phase From June 19th (3 weeks after start of first phase)	○ 【Up to 1000 people or 50% of capacity(*) (200 people if outdoors)】 * Use of loud voices in closed spaces and spaces where physical distance cannot be observed, as well as the use of wind instruments will require more caution	○ 【Up to 1000 people or 50% of capacity】 * Spaces where physical distance cannot be observed will require more caution, including entry limits	○ 【Without audiences】 (Live on Internet, etc) * Even without audiences, continue taking steps to prevent infection; organizers should manage the flow of athletes before, during and after the event	×	
Third Phase From July 10th (3 weeks after the second step started)	○ 【Up to 5000 or 50% of capacity】 * Manage events that require talking in loud voices in closed spaces by strictly following the guidelines	○ 【Up to 5000 people or 50% of capacity】 * Spaces where physical distance cannot be observed will require more caution, including entry limits	○ 【Up to 5000 people or 50% of capacity】 * Continue taking steps to prevent infection; organizers should manage the flow of athletes before, during and after the event		○ * Limiting participation to a designated local area ,track attendee numbers
Up to the end of August In keeping with how the pandemic evolves	○ 【Up to 5000 or 50% of capacity】 * Manage events that require talking in loud voices in closed spaces by strictly following the guidelines	○ 【Up to 5000 people or 50% of capacity】 * Spaces where physical distance cannot be observed will require more caution, including entry limits	○ 【Up to 5000 people or 50% of capacity】 * Continue taking steps to prevent infection; organizers should manage the flow of athletes before, during and after the event	×	

(*) The lower number of the two. Same rule applies to all other categories.



2-1. Mitigation/deterrence/management system for the risk of infection

- Conduct a health check (for temperature and other symptoms) on all personnel involved in the event including organizers, staff, exhibitors and visitors.
- Require all organizers, staff, exhibitors and visitors to wear masks at all times. Ensure that persons not wearing masks do not enter the building.
- Provide hand sanitizers at locations where organizers, staff, exhibitors and visitors go through, and make disinfecting their hands a requirement.
- Regardless of the frequency of use, any equipment with which staff, exhibitors and visitors come in contact (e.g. desks, chairs, etc.) should be sterilized after each use.
- Improve ventilation by opening corridors, entrances and exits of loading areas, provided this does not interfere with the good execution of the event.
- In preparation for cases in which staff, exhibitors or visitors become unwell, have medical staff stationed on-site, or establish a system for contact with and transfer to a medical institution.
- Take steps to secure contact tracing, such as by using participant lists, or the contact information smart phone application released by the government.
- Limit smoking areas to outdoor spaces at all times.
- Post signage at temporary smoking areas to remind participants to keep conversation to a minimum, maintain physical distance, and leave immediately after smoking.

2-2. Notification of Infection Prevention System

- Before the event, a notification should be issued to visitors, perhaps via the event website, letting them know the following. 1) Wearing a mask at all times is a requirement of the venue; 2) Hand sanitization at entrance/exit is a requirement of the venue; 3) Persons with the following symptoms will be refused entry: Fever higher than 37.5 degrees, cough, difficulty breathing, fatigue, sore throat, nasal mucus, nasal obstruction, disorder of the sense of taste/smell, pain in eyes, mucosal hyperaemia, headache, joint/muscle pain, diarrhoea, nausea, and vomiting as well as those who have been in a country where the virus is prevalent in the two weeks immediately before their visit to the venue.
- Provide regular notice (signage/announcement) to staff and visitors about precautionary measures.

3. Operational Requirements

【Queue/Entrance/Exit】

- In places where waiting lines are expected, place space marks and floor signage that prompt visitors to maintain a 2-meter physical distance.
- Assign staff to monitor lines in waiting areas and take steps to ensure that visitors maintain physical distance of at least 2 meters.
- If waiting lines become long and the space fills up, release the queue temporarily (or take other measures such as distributing numbered tickets, etc.) in an effort to avoid crowding.
- In case of the use of one-way routes, consider setting up detours and designating open spaces for separate passages in order to avoid congestion.



【Measures for Preventing Direct Contact between Staff and Visitors】

- Take measures to limit contact between staff and visitors (cashless payment, ticketless entry). If transaction requires touching, install acrylic plates or vinyl sheets and make sure staff members wear gloves.
- Before explaining or giving information to visitors, take precautions such as wearing face shields or masks when engaging in direct conversation with visitors.
- Avoid using samples that may have been touched or handled by unspecified numbers of people. If that cannot be avoided, ensure that those samples are disinfected and sterilized frequently.
- Understanding that this depends on the size/shape of the hall and the sizes of booths, we recommend widths of 3 m for passages inside the halls.

【Seat Layout】

- As a preventive measure in seminar rooms, the distance between speakers and front row seats should be at least 2m, the droplet travel distance.
- Take measures such as reducing the number of seats so that listeners don't come in contact with others when raising their hands.
- For seats for 4 people, take measures at installation to prevent face-to-face seating.
- If face-to-face seating is unavoidable, take measures to prevent contact with the droplets of others, such as installing a transparent partition.
- Take steps to disinfect and sterilize furniture and equipment (tables, chairs, etc.) after each use.

【Droplet Blocking Plastic Sheets and Hand Sanitizers】

- Avoid setting up plastic sheets and hand sanitizers close to naked fires or appliances that produce heat. However, if it is necessary to conduct measures to reduce the risk of infection, it is possible to use non-burnable materials.
- If they are made of the same material, it is preferable to use a thin film kind over a board type.
- Hand sanitizers containing at least 60% of alcohol is considered a fire hazard according to fire prevention laws. In addition to previously mentioned safety rules, make sure not to place hand sanitizer containers exceeding 500ml at one location.

【Aichi Sky Expo Infection Prevention Manual】

- When planning your event, please do in consultation with the "Aichi Sky Expo Infection Prevention Manual".

■References

Cabinet Secretariat Novel Coronavirus Disease Control Promotion Office
"Basic Policies for Novel Coronavirus Disease Control"

National Public Cultural Institutes Association
Guidelines for preventing the spread of Novel Coronavirus Disease in theaters, music halls, etc.

Business Event Support Association
Guidelines for safely executing business events



Aichi Prefecture

Aichi Prefectural COVID-19 Infection Prevention Guidelines

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