

## **Guidelines for the Prevention of Infections of COVID-19 for the event**

This event will be held while protecting the health and safety of all participants (all participants including visitors, exhibitors, speakers, and staff, hereinafter referred to as "participants"). However, this does not apply to online implementation (participation).

### **Admission of participants to the venue (facility) during set-up, exhibition period, and removal**

- Please refrain from coming due to health conditions.
  - If you have symptoms such as fever of 37.5°C or higher, cough or sore throat. In addition, the symptoms may include cough, dyspnea, general malaise, sore throat, nasal discharge or blockage, taste or smell disturbances, eye pain or conjunctival discharge, headache, joint or muscle pain, diarrhea, nausea and vomiting.
  - If you have had close contact with a person who is positive for COVID-19.
  - If there is a family member living with you or someone close to you who is suspected of being infected with COVID-19.
  - If you have travelled to a country or region where the government has imposed entry restrictions or required a post-entry observation period, or have had close contact with a resident of such a country or region within the past 14 days.
- We recommend install the "COVID-19 Contact Confirming Application (COCOA)" and notification services in each region on your smartphone before coming to the exhibition. For details, please refer to the website of the Ministry of Health, Labor and Welfare. (<https://www.mhlw.go.jp/content/10900000/000647649.pdf>)
- All participants are requested to practice cough etiquette, wear masks, thoroughly wash hands and sanitize hands, and take measures to prevent droplet infection, etc.
- Upon arrival at the venue, all participants will be checked for body temperature using a thermo camera or non-contact thermometer at the entrance, and will not be allowed to enter if they have a fever above a certain level (37.5°C).  
\*Please note that it may take some time at the reception desk due to the body temperature check.
- If you are not wearing a mask or face shield properly, you will not be admitted.

### **Countermeasures to prevent infection at the show management office**

- Adequate ventilation of the venue will be provided by operating the air-conditioning system and opening the shutters, doors, and windows for loading.
- Hand sanitizer will be placed at the entrance and at each location, and will be checked regularly to ensure that there are no shortages.
- If the reception is to be held face-to-face, we use acrylic panels or transparent vinyl curtains to shield visitors from the reception.

- We will alert participants to refrain from contact with each other and to minimize proximity and loud conversations. (broadcast at the venue, place signs, etc.)
- We will take measures to prevent large numbers of people from staying in specific venues, such as limiting the number of people in each exhibition hall and seminar room and alerting people with an automated voice.
- From the perspective of infection prevention, the use of smoking areas in and around the venue shall be in accordance with the rules of the facility.
- We will call for thorough infection prevention to participants in advance via the official event website and e-mail distribution.
- we create and maintain a daily roster of administrative and subcontractor staff.
- We will prepare a manual for dealing with suspected cases of infection and inform the show management office and subcontractors of the manual.

### **【Seminar room】**

- The layout of the audience seats will be designed so that there is sufficient space between the audience members.
- Front row seats will be far enough away from the stage.
- An acrylic panel will be placed on the speaker's podium to prevent droplet infection.
- The venue should be ventilated periodically before and after seminars and during breaks. At the same time, we disinfect the seats, tables, and other high frequency contact areas.

### **【Exhibition booth】**

- The booths of each exhibitor to be constructed by the secretariat will be laid out with a sufficient distance between the booths of each company.

### **Infection prevention measures to be requested to exhibitors**

- In designing a booth, please make sure that there is more space than usual to display products and guidelines so as to minimize the risk of densification. If a stage is to be set up, please ensure that there is sufficient space for the audience.
- If the layout is such that you will be face-to-face with visitors in the business discussion area, please ensure that both of you wear masks, and if necessary, install shields such as acrylic panels or vinyl curtains to prevent droplet infection. Please refrain from serving food and beverages as much as possible, and if you do serve them, please do so in individually wrapped or PET bottles.
- Be flexible in adjusting demonstration and business meeting times depending on the status of visitors at your booth, and avoid creating a dense situation.
- To prevent droplet infections, please be sure to wear a mask or face shield.
- The number of persons to be briefed should be the minimum required to stay for the same period.
- Please refrain from talking and calling out to others loudly, including during business discussions and explanations.
- Please prepare your own hand sanitizer for use in your booth.
- Constantly wipe and disinfect high frequency contact areas in the company's booth multiple times.

- If you provide novelty items such as food and beverages, they must be individually wrapped.
- Please prepare a daily list of your own and subcontractor staff and submit it to the show management office.
- Please report immediately to the show management office any cases of infection among your own staff or those of your subcontractors during the exhibition or within three weeks after the exhibition.

### **Other countermeasures against infection and handling of personal information**

- In principle, only pre-registration through the website will be accepted.
- In the case that we are informed by a government agency or public health center that a participant of this event may have been infected during the event period, we will cooperate with the relevant government agency to confirm whether there was any close contact at the venue. If there are participants who are suspected to have been in close contact, the registered personal information may be provided to the public health center or other government agencies as necessary to alert the public. Please be aware of this in advance.
- In case any symptoms of suspected infection occur during the event, participants are requested to leave the venue immediately, consult an appropriate medical institution, and be sure to inform the show management office of the subsequent progress. If the infection occurs within three weeks after the event, please report it to the show management office as soon as possible.

Although we will take all possible measures to prevent infection of COVID-19, we cannot guarantee that there will be no risk of infection. Elderly people or those with underlying medical conditions who are likely to become seriously ill in the case of infection are advised to attend the event after making a careful decision.

※This measure may be changed as necessary depending on the situation.

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