

# Visitors renting Auditoriums and Theatre

## COVID-19 Prevention Guideline

Mie Center for the Arts  
Department of Facility Services (Service Center)

When using our auditoriums and theatre, we ask the visitors to please follow the basic guideline below in order to prevent spreading of COVID-19. This guideline is created based on the information available as of June, 2020, and is subject to change according to the changing situations without prior notice. For the up-to-date information, please visit our website at; <https://www.center-mie.or.jp/english/>

1. Avoid closed spaces and close gatherings. Keep social distance with those around you.
2. Practice informed measures to lower the chance of infection (wearing a mask, washing hands thoroughly, etc.
3. Keep records of participants and their contact information.

### Detailed Measures

#### 1) For Event Staff Members

- Keep the number of staff members at minimal
- Take body temperatures of every staff member. Please refrain from attending if measured above 37.5 degrees Celsius.
- Create a list of the people involved, and obtain information regarding their emergency contacts, recent stops, etc. When infection is suspected, cooperate with health care officials and provide necessary information.
- Wear masks whenever possible, including the lobby staff members.
- Ventilate dressing rooms. Do not share tableware and/or cutleries when eating/drinking.
- Spare enough time for preparation and striking in order to avoid close gatherings.
- Plan carefully when loud speaking and/or conversations in close distances are inevitably part of the event.

※When visiting, please act in accordance with the guidelines provided by the prefecture of your residence, as well as practice “new norms” of living.

## 2) Guest Relations

- All guests should be accounted for. Avoid having unidentified guests.
- Practice coughing etiquette, wear masks (unless there are reasonable difficulties, such as infants under two, those with hyper sensitivity, etc. Consider using parent-child room, etc.), wash hands thoroughly.
- Keep social distance of about 2m or more.
- Please ask those with the conditions described below to refrain from attending;
  - a) Have a fever (above 37.5 degrees Celsius), and/or cold symptoms such as coughs.
  - b) Have visited countries/areas with high infection rates within two weeks prior to the event.

## 3) During the Event

- (Until July 9, 2020) The number of attendees should be 1000 or less, or below 50% of the capacity of the space, whichever is fewer.
- (Until July 31, 2020) The number of attendees should be 5000 or less, or below 50% of the capacity of the space, whichever is fewer.
  - ※Cap number after August 1, 2020 will be determined according to the guidelines from the Government of Japan when it becomes available.
- Seating should be assigned, and arranged in the way so there are empty seats in front, back, to the left, and right, of each person seating. If it is general admission, make announcements to arrange the seating as described above.
- Avoid any action where there are direct contact between cast/staff and guests, such as call and response, high-fiving, having audience members on stage, etc.
- Spare enough time between opening the doors and the start of the event, as well as between the end of the event and closing of the doors. Consider guiding audience members in by zones, etc. in order to avoid close contacts between audience members while going in and out of the auditorium/theatre.
- Spare adequate time for intermission. Prevent crowding in the lobby as well as in the toilet. The line waiting to use the toilets should be moderated to have at least 1 meter (ideally 2 meters) between each person.
- Use air conditioning.
- Refrain from waiting outside the back doors, as well as meeting with the cast members.
- Place hand disinfectants at the entrances for attendees to use. Ask those with allergies to wash hands.
- Queue leading up to the entrance should be moderated to have at least 1 meter

(ideally 2 meters) between each person.

- While checking and tearing the tickets, wear masks and gloves. When possible, consider having audience members tear their own tickets.
- Avoid handing out pamphlets and other materials directly to the audience members.
- Refrain from accepting gifts to the cast members.
- Merchandise counter should be protected with acrylic board, vinyl curtain, or similar materials. Refrain from placing samples customers can touch freely. When a line forms, moderate the line so there are at least 1 meter of distance between each person in line.
- Collect attendees' names and emergency contacts as much as possible and create/keep the list for a while. It is desirable to have every attendee be taken temperatures using non-contact thermometers. Please handle personal information collected with utmost care. If/when it becomes known that there is a possibility of an infected attendee, please cooperate with health care officials and provide necessary information.
- When any of the attendee shows suspicious symptoms (fever above 37.5 degrees Celsius, coughs, and other cold-like symptoms), quarantine them as soon as possible and call Department of Facilities (Service Center) using the phone placed in the space by dialing the extension 1118.

#### ※Our measures of Prevention

As facilities manager, we are treating each space after every use by;

Disinfecting seats, tables, handrails, door knobs, and other contact points.

Disinfecting rental equipment. Placing disinfectants at each entrance.

Every staff member wears a mask, as well as are taken body temperatures.