

## Visitors using Conference Rooms and other facilities

### COVID-19 Prevention Guideline

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

When using facilities on our premises, 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.
- Wear masks.
- Do not share tableware and/or cutlery 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.), 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 arranged in the way so there are empty seats in front, back, to the left, and right, of each person seating.
- Have a two-way ventilation wherever and whenever possible.
- Take frequent breaks (about once every hour), and ventilate thoroughly with doors open.
- Place hand disinfectants at the entrances for attendees to use. Ask those with allergies to wash hands.
- 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.