

# Guidelines for Preventing the Spread of COVID-19 Infection at the on Sustainable Brands 2021 Yokohama



For the purpose of hosting the on Sustainable Brands 2021 Yokohama in the situation of COVID-19 Pandemic, the following rules have been established and will be administered in compliance. These rules are based on the following guidelines.

- Guidelines on Hosting MICE Events in the COVID-19 Pandemic 4th edition, Japan Convention Management Association, January 18 2021 [URL](#) (Japanese)
- Exhibition Industry Guidelines for Preventing the Spread of COVID-19 Infection, Japan Exhibition Association, 10 June 2020 [URL](#)
- Practical Examples for “A New Lifestyle” for Prefectural Citizens, Ministry of Health, Labour and Welfare [URL](#)
- Our Response to COVID-19, PACIFICO Yokohama, January 08 2021 [URL](#)
- Guidelines for Safe and Secure MICE Events in Yokohama, Yokohama City, October 22 2020 [URL](#)
- HAKUTEN COVID-19 Infection Guidelines, HAKUTEN Corporation

As of January 2021, the current restrictions on events, both indoor and outdoor, are 5,000 people or less and 50% or less of the capacity. [URL](#) (Japanese)(Cabinet Secretariat, Office for the Promotion of Countermeasures to Combat Infectious Diseases of Novel Coronaviruses)



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# 01. Matters related to organizers and staff



- Mandatory use of the COVID-19 Contact-Confirming Application (COCOA)
- Recommendation to register with the Kanagawa Prefecture LINE Corona Notification System
- Temperature check and physical condition management report for two weeks before and after the conference
- In the following cases, do not participate as a staff member on the day of the conference
  - 1) If you have symptoms such as fever, cough, sore throat, etc.
  - 2) If you have visited a country or region where the infection is still spreading within the past 14 days
  - 3) If you are found to be a close contact of a person infected with the new coronavirus
  - 4) If you have close contact with travelers / resident from countries or regions with immigration restrictions within the past 14 days
- It is mandatory to wear a mask during the conference
- Disinfect with alcohol disinfectant in each time
- Preparation of staff list: Prepare a list with names and emergency contact information
  - \*Provide names and emergency contact information to public institutions such as public health centers as necessary

## 02. To be conducted for sponsors and speakers



- We recommend to use of the COVID-19 Contact-Confirming Application (COCOA)
- We recommend registering with the Kanagawa Prefecture LINE Corona Notification System
- Please refrain from visiting the venue in the following cases
  - 1) If you have symptoms such as fever, cough, sore throat, etc.
  - 2) If you have visited a country or region where the infection is still spreading within the past 14 days
  - 3) If you are found to be a close contact of a person infected with the new coronavirus
  - 4) If you have close contact with travelers / resident from countries or regions with immigration restrictions within the past 14 days
- Mandatory wearing of masks
- Disinfecting equipment with alcohol disinfectant in each time
- The name and emergency contact information will be provided to public institutions such as the public health center as necessary

## 03. To be implemented for attendees



- We recommend to use of the COVID-19 Contact-Confirming Application (COCOA)
- We recommend registering with the Kanagawa Prefecture LINE Corona Notification System
- Please refrain from visiting the venue in the following cases
  - 1) If you have symptoms such as fever, cough or sore throat
  - 2) If you have visited a country or region where the infection is still spreading within the past 14 days
  - 3) If you are found to be a close contact of a person infected with the new coronavirus
  - 4) If you have close contact with travelers / resident from countries or regions with immigration restrictions within the past 14 days
- Check that attendees are wearing masks, and refuse entry to those who refuse to wear masks
- Provide alcohol disinfectant and encourage attendees to disinfect upon entry
- Conduct temperature check at the entrance of the venue using a thermal imaging camera or non-contact thermometer, and refuse entry to anyone whose temperature is 37.5°C or higher
- Information for each day of the conference:
  - Information of names and emergency contacts will be provided to public institutions such as public health centers as necessary

# 04. Venue Plan for preventing the Spread of COVID-19 Infection



All

- Use air conditioning and ventilation equipment to constantly exchange air with the outside.
- Disinfect fixtures and displays that are directly touched by large number of people with alcohol disinfectant in every hour

Reception

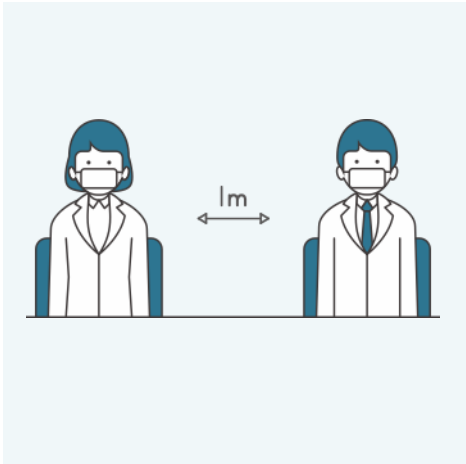
- Set up acrylic panels or vinyl sheets at reception areas where people can talk face-to-face
- Disperse the waiting lines and space them out.  
Ease the congestion at the reception desk by opening the doors earlier
- Minimize the amount of contact at the reception desk

Activation Hub

- In the exhibition space and rest area, leave at least 1 meter between each table
- Check and understand the congestion situation in the exhibition hall frequently, and implement entrance restrictions as necessary
- Provide exhibitors with anti-corona infection equipment and have them use it on a case-by-case basis

Session Room

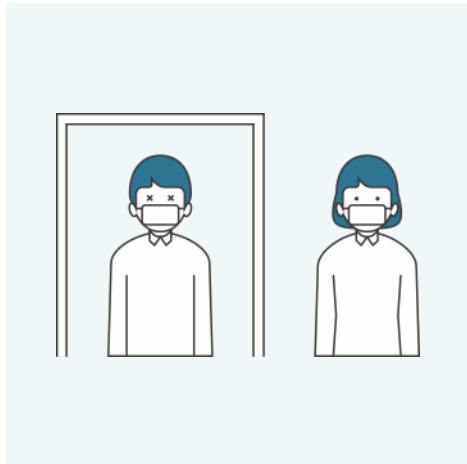
- The front row of speakers and audience members should be separated by at least 2 meters, and the capacity should be 50% of the designated capacity (as of January 2021)
- If more than one person is speaking, leave a space of at least 1 meter between speakers and provide a partition
- Prepare multiple microphones that have been disinfected and avoid sharing them.
- Avoid handing over equipment as much as possible, and if you do, disinfect it in each time
- Disinfect microphones, equipment, tables and chairs with disinfectant solution or disinfecting wet wipes as soon as possible after the session





## 05. In the situation of a networking

- Networking with food and drink will not be conducted.
- Food will be provided in individual covered lunch boxes.  
 During having the meal, we will face one direction.  
 After the meal, we will try to communicate with each other wearing masks.



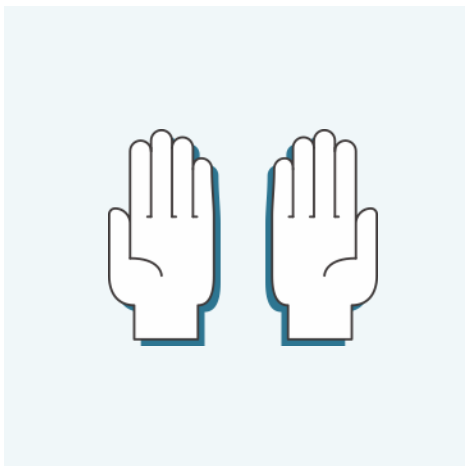
## 06. If a person suspected of being infected occurs during the conference

- The following steps should be taken
  - (1) Immediately move the person suspected of being infected occurs to the first floor first aid room of Pacifico Yokohama North, which has been decided in advance, and isolate him/her.
  - (2) The person in charge of the facility (Pacifico Yokohama), security guards, and secretariat should take protective measures such as wearing masks and gloves.
  - (3) Contact the Nishi-ku Welfare and Health Center (public health center), etc. under the jurisdiction, and transport the person to a medical institution, and get information the situation after the facts.
  - (4) If the person in suspected of being infected is actually infected, take post-event measures, such as promptly disclosing information, in cooperation with the public health center, etc.



## 07. In case of an infected person is found after the conference

- The following steps should be taken
  - 1) Cooperate with interviews by public institutions such as health centers and provide necessary information.
  - 2) Inform the person on the list that an infected person has occurred.
  - 3) In cooperation with the public health center, etc., promptly take post-event measures such as information disclosure.



## 08. Others

- Pens will not be rented by secretariat, if the survey should be filled out by themselves.  
Ask to use their own pens.
- We will not hold events include contact with bare skin is unavoidable (e.g., cosmetic touch-ups).