

Guidelines Regarding the Prevention of Coronavirus Infections at Events

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Tohoku University Infectious Diseases Control Headquarters

1. Objectives

This document provides guidelines regarding measures that must be taken to help prevent the transmission and spread of the novel coronavirus when organizing an event (excluding those held online).

- The event organizers must, in full cooperation and coordination with the management of the relevant facilities, take measures to prevent “three C” situations (closed spaces, crowded places, and close-contact settings), and must implement the specific measures indicated in these guidelines to prevent infections and the spread of infections.
- The managers of the relevant facilities must confirm that the organiser of the event has put in place said measures to control infections before permitting the use of the facilities.

* Note:

Face-to-face events can only be held at Level 1 or lower of the Tohoku University Business Continuity Plan (events held when the BCP is at Level 2 and higher are generally online).

2. Applicable Events

(1) Events held by Tohoku University and its affiliated organizations (alumni associations, etc.), both on and off campus

(2) Events held by non-university organizations that make use of Tohoku University’s facilities * The criteria for the loaning of each facility used must be met.

(Examples of Events)

Academic conferences, Research seminars, classes, lectures, public examinations, cultural events (e.g. concerts), etc.

3. Reference Materials

The following documents were used for reference purposes when developing these guidelines.

* These guidelines will be revised as necessary if said documents are revised or if new and relevant documents are made available.

<Reference Materials>

“Guidelines for the gradual easing of restrictions regarding the holding of events” from Miyagi Prefecture’s website regarding the combatting of the novel coronavirus.

“Guidelines for the prevention of the spread of the novel coronavirus in community centers” (National Community Center Federation)

“Guidelines for the prevention of the spread of the novel coronavirus in theaters and halls”
(The Association of Public Theaters and Halls in Japan)

“Methods of Disinfection at Schools”, notice published on June 4, 2020 by the Elementary and Secondary Education Bureau of the Ministry of Education, Culture, Sports, Science and Technology

“How to improve ‘poorly ventilated enclosed spaces’” (The Ministry of Health, Labour, and Welfare)

4. Specific Measures

Specific measures that event organizers must take to prevent infections and the spread of infections		
Prior to the Event	1	The identity of those responsible for the event and their areas of responsibility should be made clear.
	2	The names and emergency contact information of both participants and event staff should be obtained in advance, and a list of contacts should be prepared in case of an infectious outbreak. Furthermore, participants and event staff should be informed in advance that this information will be provided to health centers and other public institutions as needed.
	3	Participants and event staff should be informed in advance as to what will be done if anyone is suspected of being infected within the first two weeks after the event.
	4	All event staff should be informed of the measures to prevent infections that have been devised based on these guidelines.
	5	The ventilation systems (windows, electrical ventilation systems, etc.) at the venue should be checked to ensure they are in good working order.
	6	All preparations for the implementation of preventative measures on the day of the event should be made after sufficient coordination with the facilities’ management.
During the Event	1	The number of event staff should be kept to a minimum, masks should be worn, and hands washed and disinfected.
	2	The event staff should take their temperature at home, and if they have a fever of 37.5 degrees Celsius or higher (or 1 degree above normal), or any of the following symptoms, they should stay at home: an unusual sense of taste or smell, breathlessness, lethargy, a cough, a sore throat, etc. Furthermore, event staff should be able to report any illnesses that may arise in an easy manner.

During the Event	3	<p>Guidelines related to event size and participant numbers are as follows:</p> <p>[Indoor Events]</p> <p>The maximum capacity shall be 50% or less (for each room). (If there is a set maximum for the facility, that rule should be followed.)</p> <p>As a general rule, seats should be reserved for each participant, with as much space as possible between them. The minimum distance should be 2 meters if possible (and it must be at least 1 meter).</p> <p>[Outdoor Events]</p> <p>Create as much space as possible between participants, preferably 2 meters (and at least 1 meter).</p>
	4	<p>Participants should be informed that the following persons are prohibited from attending:</p> <p>Individuals with a fever of 37.5 degrees Celsius or higher (or 1 degree above normal).</p> <p>Individuals suffering problems with their sense of taste or smell, breathlessness, lethargy, a cough, a sore throat, or other physical problems.</p> <p>Individuals who have been in close contact with a person who has tested positive for the novel coronavirus.</p> <p>Individuals who have been in Japan for less than 14 days.</p> <p>Individuals who have been in close contact with a person who entered Japan less than 14 days prior.</p>
	5	<p>Open the entrances and exits to the venue to minimize the chances of participants touching the doorknobs and handles.</p>
	6	<p>The use of elevators is generally prohibited, and participants should not have the opportunity to touch elevator buttons.</p>
	7	<p>Install alcohol disinfectant at the entrance to the venue to allow participants to cleanse their hands.</p>
	8	<p>Require participants to wear masks, and encourage them to wash and disinfect their hands regularly during breaks.</p>
	9	<p>To prevent congestion, participants should be admitted and dismissed from each seating area in a staggered manner.</p>
	10	<p>In places where people will line up, such as entrances and reception areas, take measures to prevent people from crowding together, such as by using notices on the floor, at intervals of preferably 2 meters (and of at least 1 meter).</p>
	11	<p>Measures to prevent infection, such as the blocking of the space between the event staff and the participants through the use of acrylic boards and transparent plastic curtains, should be used at reception and at other locations where people will face each other.</p>
	12	<p>Rather than distributing handouts by hand, place them on desks in advance.</p>

During the Event	13	<p>Indoor events shall be held in venues that are equipped with electrical ventilation systems and in which windows and doorways can be kept open.</p> <p>Facilities where windows and entrances cannot be kept open may be used as venues if it can be confirmed by a specialist that sufficient ventilation is possible using electrical ventilation systems.</p> <p>The electrical ventilation systems should be in constant use during the event.</p> <p>(Recommendations regarding ventilation)</p> <ul style="list-style-type: none"> • Windows should be opened fully for a few minutes at least once every 30 minutes. • Windows and doors should be opened in two directions to create an air flow.
	14	Participants must be informed that they are not allowed to shout, sing, or engage in any physical activity that causes them to breathe vigorously.
	15	During events, participants should be asked to refrain from face-to-face conversations and from coming into contact with each other during breaks.
	16	<p>Participants are prohibited from eating or drinking anything other than beverages to prevent heat stroke. (With regard to empty beverage containers, please refer to Item 21 below about infection control measures, or have the participants take home their own garbage.)</p> <p>* If it is necessary for the participants to eat lunch during an all-day event or for another reason, ask for permission from the relevant facility management, and consider measures such as having the participants eat their lunch at their own table and nowhere else.</p>
	17	<p>The following measures should be taken regarding the use of toilets:</p> <ul style="list-style-type: none"> • Install alcohol disinfectant at the entrance to each bathroom, and post notices encouraging people to disinfect their hands before and after use. • Post a notice stating that before flushing toilets, the lids should be closed. • Take measures to prevent people from forming lines outside the toilets, such as by posting notices to maintain a gap of preferably 2 metres (and of at least 1 metre) at the entrance to the toilets and provide numerous breaks during proceedings. • Hand dryers are not to be used. • Clean and disinfect places where people may come into contact with the facilities (toilet seats, floors, doorknobs, etc.) as much as possible. (For cleaning and disinfection, wear a mask and gloves and ensure that there is adequate ventilation.)
	18	Notices should be posted informing participants that entry to areas other than the venue is prohibited.
	19	Notices should be posted informing participants that the use of garbage cans within facilities is prohibited, and garbage cans should be sealed.

During the Event	20	<p>If, during the event, there is a suspicion that someone is infected, the event staff should take the following action:</p> <ul style="list-style-type: none"> • Take protective measures such as the wearing of masks and gloves, and immediately isolate those suspected of being infected. • Ventilate the rooms where the person who is possibly infected has been. • Contact the call center or a health center and listen to the instructions given regarding disinfection, find out about individuals who have been in close contact with the person who is possibly infected, and transport that person to a medical facility. <p>Sendai City/Miyagi Prefecture Call Center: 022-211-3883 or 022-211-2882</p>
	21	<p>When cleaning and disposing of garbage, masks and gloves must be worn, and tissues used by participants must be removed, sealed in a tied plastic bag, and taken away for proper disposal. (Ensure that staff wash their hands with soap and running water afterwards.)</p>
After the Event	1	<p>After the event, tables, chairs and other furniture, fixtures, equipment, doorknobs and other fittings which are likely to have been touched should be disinfected. (Example of a disinfection method) Having ensure there is adequate ventilation, wipe down areas with cloths or paper towels soaked in disinfecting ethanol or 0.05% sodium hypochlorite disinfectant (note that this is different from hypochlorous acid water). If there are any difficulties with using this method to clean the equipment, or if there are concerns that the surfaces may be damaged by the cleaning, please consult with the facilities' management.</p>
	2	<p>Confirm that measures to control infections are in place, and report to the facilities' management.</p>
	3	<p>From the perspective of protecting personal information, sufficient measures must be taken to keep lists of names and other information in a secure location.</p>
	4	<p>If there is a suspicion that someone has become infected after the event, cooperate fully with public institutions, such as health centers, and provide them with all information deemed necessary.</p>

- Check the regulations regarding the use of facilities and implement these measures after checking with the facilities' management about what adjustments should be made.
- Please also check the guidelines regarding extracurricular activities when organizing extracurricular events.
- In cases where these guidelines are not applicable, please contact the Infectious Diseases Control Headquarters.