

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 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 organizer has put in place said measures to control infections before permitting the use of the facilities.

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. Notes on Holding Events

Face-to-face events may 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). However, even at Level 2 of the BCP, if an event necessitates an in-person format and permission has been granted from the head of the appropriate department, the event may be held in-person when in accordance with this handbook’s guidelines.

4. 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>

- 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)
- “Sanitation management manual for the prevention of the spread of the novel coronavirus at schools” (Ministry of Education, Culture, Sports, Science and Technology)
- The Ministry of Health, Labour, and Welfare’s website dedicated to information regarding the prevention of the spread of the novel coronavirus

5. Specific Measures

Specific measures that 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 staff should be obtained in advance in case of an infectious outbreak.
	3	Check the rules regarding measures to combat the spread of COVID-19 in the prefecture where the event will be held. If there are procedures to be followed, take the necessary measures.
	4	Participants and staff should be informed in advance as to what will be done if a case of infection arises during the event as well as after the event, if the event falls within the determined window in which the spread of infection was possible.
	5	All staff involved should be informed of the measures to prevent infections that have been devised based on these guidelines.
	6	The ventilation systems (windows, electrical ventilation systems, etc.) at the venue should be checked to ensure they are in good working order.
	7	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	Staff should take their temperature at home, and if their temperature is 1 degree above normal, or if they have any symptoms of a cold, such as a cough, sore throat, or runny nose, or are experiencing an unusual sense of taste or smell, breathlessness, or lethargy, they should stay at home. Furthermore, staff should be able to report any illnesses that may arise in an easy manner.

During the Event	3	<p>The number of participants and the size of the gaps required between them will depend on the type of event, as outlined below.</p> <ul style="list-style-type: none"> Do not exceed the maximum number of participants nor the maximum occupancy percentage determined by the prefecture in which the event is being held. (If the facility has set a maximum for the number of people, follow that rule.) Ensure a gap between participants so they cannot come into contact with each other. <p>* In the case of music-related events that involve the significant use of participants' breathing, such as wind instruments and choral singing, the following measures must be taken in addition to the above.</p> <ul style="list-style-type: none"> Ensure a minimum of 5 meters between the performers and the audience. Take extra measures to reduce the risk of infection on stage by, for instance, ensuring a reasonable gap between performers. <p>(Reference material) 'About the use of Tohoku University Centennial Hall (Kawauchi Hagi Hall) with respect to preventing infections and the spreading of infections' (in Japanese) https://www.bureau.tohoku.ac.jp/hagihall/facility/guidelines.html</p>
	4	<p>Participants should be informed in advance that the following persons are prohibited from attending:</p> <ul style="list-style-type: none"> Individuals whose temperature is 1 degree above normal. Individuals experiencing symptoms of a cold, such as a cough, sore throat, runny nose, etc., or experiencing an unusual sense of taste or smell, breathlessness, lethargy, or other physical problems. Individuals who have tested positive for the novel coronavirus and have not yet completed the recuperation period determined by the government. Individuals who have not completed the quarantine period, as determined by the government, in their own home or elsewhere after being in close contact with a person diagnosed as positive for the novel coronavirus. Individuals who have entered Japan and whose quarantine period (in their own home or elsewhere) has not yet ended. Individuals who have come into contact with another individual who entered Japan and whose quarantine period (in their own home or elsewhere) has not yet ended.
	5	<p>Open the entrances and exits to the venue to minimize the chances of participants touching the doorknobs and handles.</p>
	6	<p>Regularly disinfect areas that the general public would be likely to use and items that they would be likely to touch.</p> <p>(Example of a disinfection method)</p> <p>Having ensured there is adequate ventilation, wipe down areas with cloths or paper towels soaked in an appropriate disinfectant, such as disinfecting ethanol.</p>
	7	<p>Do not allow people to use the same items (for example, pens and pencils at reception desks, etc.).</p>

During the Event	8	Install alcohol disinfectant at the entrance to the venue to allow participants to cleanse their hands.
	9	Encourage participants to wear masks and to wash and disinfect their hands regularly.
	10	To prevent congestion, participants should be admitted and dismissed from each seating area in a staggered manner.
	11	In entrances, reception areas, and other places where people will line up, take measures such as using signage to prevent people from crowding together and to ensure that a certain amount of space is kept between people.
	12	Measures to prevent infection, such as the blocking of the space between staff and 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.
	13	Rather than distributing handouts by hand, place them on desks in advance.
	14	<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. (Recommendations regarding ventilation)</p> <ul style="list-style-type: none"> • In order to create air flow, windows and doors in opposite directions should always be kept open. • In cases where this is difficult, windows should be opened fully at least once every 30 minutes and kept open for a minimum of 5 minutes.
	15	Participants must be informed that they are not allowed to shout, sing, or engage in any physical activity that causes them to breathe vigorously.
	16	During events, participants should be asked to refrain from face-to-face conversations and from coming into contact with each other during breaks.
	17	In cases where eating is necessary, such as over the course of a long event, ask for permission from the relevant facility management in advance. Ensure that any eating takes place in an area where it is allowed and where infection prevention measures have been implemented. In other areas, participants should be informed to refrain from eating or drinking anything other than beverages to prevent heat stroke, etc. (With regard to empty beverage containers, please refer to Item 22 below about infection control measures, or have the participants take home their own garbage.)
18	<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 notices stating that before flushing toilets, the lids should be closed. 	

During the Event		<ul style="list-style-type: none"> • Take measures to prevent people from crowding in the restroom area, such as: post notices to maintain an appropriate distance from one another in line, provide adequately timed breaks during an event's proceedings, etc. • 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. <p>(For cleaning and disinfection, wear a mask and gloves and ensure that there is adequate ventilation.)</p>
	19	Notices should be posted informing participants that entry to areas other than the venue is prohibited.
	20	Notices should be posted informing participants that the use of garbage cans within facilities is prohibited, and garbage cans should be sealed.
	21	<p>During the event, if a case of an infected person or a person believed to be infected arises, staff should take the following action:</p> <ul style="list-style-type: none"> • In the case of an infected person arising at the event, participants should be notified of the situation and advised to conduct the appropriate health observation practices, etc. Participants should also cooperate with the relevant facility management and provide the necessary information. • 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. <p>As necessary, provide information on how to contact the call center or receive medical attention, etc. to the person believed to be infected.</p> <p>Sendai City/Miyagi Prefecture Call Center: 022-398-9211</p>
	22	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.)
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.</p> <p>(Example of a disinfection method)</p> <p>Having ensured there is adequate ventilation, wipe down areas with cloths or paper towels soaked in an appropriate disinfectant, such as disinfecting ethanol.</p> <p>* 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	Confirm that measures to control infections are in place, and report to the facilities' management.

After the Event	3	From the perspective of protecting personal information, sufficient measures must be taken to keep lists of names and other information in a secure location.
	4	If a person becomes infected after the event, cooperate fully with public institutions, such as health centers, and provide them with all information deemed necessary.

- 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.