

May 19, 2022
UTokyo Coronavirus Task Force

Guidelines for Preventing of the Spread of COVID-19 Infection When Holding Events

Objective

These guidelines lay out the basic measures which must be taken to prevent the spread of and infection from COVID-19 when holding events (excluding online events).

Furthermore, face-to-face events may only be held when the 2022 University of Tokyo Activity Restrictions Index for Preventing the Spread of COVID-19 (updated April 1, 2022) is Level B or lower (as a general rule, events must be held online when above level C as a general rule).

- ◇The event organizer must ensure that sufficient arrangements are made with the facility manager so that the measures provided in this guideline are thoroughly implemented and operate without omission to prevent the spread of and infection from COVID-19.
- ◇The facility manager must confirm that the infection prevention measures of the event organizer prior to authorizing the use of the facility .

Subject of the Guidelines

◇Events held by the university and organizations related to the university on and off the campus.

◇Events held by people from outside the university using the university facilities.

(Example of events)

Academic conferences, research conferences, workshops, lectures, cultural events (including concerts, etc.), public examinations, tours.

※Not applicable for events organized by student organizations

Concrete Measures Which Must Be Implemented to Prevent the Spread of and Infection from COVID-19

(1) Thorough suppression of airborne droplets (wearing of masks and refraining from shouting out loud)

- ◇Event participants and organizers must wear masks.
- ◇In order to conduct the event and/or maintain safety, encourage people not to speak out unnecessarily unless in unavoidable situations.
- ◇As a general rule, do not hold face-to-face receptions. In situations where a face-to-face reception is unavoidable, ensure that prevention measures against airborne droplets such

as the installation of acrylic panels, etc. are implemented.

(2) Thorough washing and sanitization of hands and sanitization of facilities

- ◇ Bring alcohol and cloths necessary for sanitization and sanitize all items which will be used during the event such as chairs, tables, microphones, remote controllers, as well as door knobs, and handrails etc., before and after the event.
- ◇ Bring and install hand sanitizers and ask participants to frequently wash and sanitize their hands.

(3) Thorough ventilation

- ◇ While the event is taking place, ensure that the ventilation equipment are operating at all times, as well as regularly opening the doors and windows for ventilation before the event, during the interval, and after the event.
- ◇ Ensure that sufficient infection prevention measures are implemented not only in the event halls but also in areas such as the waiting rooms for the organizers.

(4) Avoid crowds among the participants

- ◇ Strictly adhere to the capacity assigned in the infection measures for each facility, classrooms and for exams.
- ◇ When distributing materials, ensure that they are not directly handed out, but instead, use methods such as leaving the materials on desks.
- ◇ Ensure that participants are able to constantly maintain physical distance, including before and after the event, through the routes they take and seating arrangements.
- ◇ For events which include playing of instruments or singing, implement measures that allows physical distance between the performer and audience or between performers to be maintained by referring to the Japan Association of Classical Music Presenters' "Guideline for Preventing the Spread of the Novel Coronavirus during Classical Music Performances" and the Japan Choral Association's "Guideline for Preventing the Spread of the Novel Coronavirus during Choral Activities".

(5) Limit drinking and eating

- ◇ Refrain from holding social gatherings related to the event which involve drinking and eating.
- ◇ Ask people to refrain from interacting together during the interval periods as much as possible.
- ◇ For all day events where participants need to individually have lunch, please request that

they follow the infection prevention measures and strictly adhere to eating in silence.

(6) Keep track of and manage participants

◇ Organizers must keep track of the health condition of the participants and ensure that individuals who fall under the following categories are not allowed to participate in the event.

- Any individual who has a temperature of over 37.5°C or has a fever with a temperature which is over one degree above their average temperature; any individual who displays symptoms which suggest an infection; any individual who does not feel well; any individual who displays symptoms which suggest an infection of COVID-19; any individual who is infected by COVID-19 and has not yet recovered or has been designated as a close contact.
- Individuals who have returned from abroad or have gained entry into Japan and require a quarantine period stipulated by the Japanese government.
- An individual who has been designated as a close contact with a person who has returned from abroad or has gained entry into Japan and requires a quarantine period stipulated by the Japanese government.

Please refer to the Ministry of Health, Labour and Welfare's "COVID-19: Current Japanese Border Measures"

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00209.html

◇ Determine the measure to be taken in advance in case a participant feels unwell, including having a fever, while the actual event is taking place.

◇ In preparation for cases where an infection may occur, please manage the participants' contact information appropriately, and ensure that the private information is carefully handled. It would be preferable if the seating arrangements of participants can be identified.