

Guideline for the Infection Prevention of COVID-19 When Holding an Event**Objective**

This guideline lays out the basic measures which must be taken to prevent infection and the spread of COVID-19 when holding events (excluding online events).

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

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

Subject of the Guideline

◇Events held by our university and organizations related to our university within and outside the campus.

◇Events held by people outside the university using our 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 for the Preventing Infection and the Spread of COVID-19**(1) Thorough suppression of droplets (wearing a mask and refraining from using a loud voice)**

- ◇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 droplet prevention measures such as the installation of acrylic panels, etc. are implemented.

(2) Thorough hand washing, sanitizing of hands and facilities

- ◇ Bring the necessary alcohol and cloths for sanitizing purposes and sanitize all items which will be used during the event such as chairs, tables, microphones, remote controllers, and door knobs, handrails, before and after the event is held.
- ◇ 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 is 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 measure for each facility and classroom and for exams.
- ◇ When distributing materials, ensure that they are not directly handed out, but instead, use methods such as leaving the materials on the desk.
- ◇ 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 instruments or singing, implement measures that maintain a physical distance between the performer and audience or between performers by referring to the Japan Association of Classical Music Presenters' "Guideline for Preventing the Spread of the Novel Coronavirus for Classical Music Performances" and the Japan Choral Association's "Guideline for Preventing the Spread of the Novel Coronavirus for Choral Activities".

(5) 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.
 - An individual who has a temperature of over 37.5°C or has a fever with a temperature which is over one degree above the average temperature; an individual who displays symptoms which suggest an infection; an individual who does not feel well; an individual who displays symptoms which suggest an infection of COVID-19; an individual who is infected by COVID-19 and has not yet recovered or is a close contact.
- ◇ Determine the measure to be taken in advance in the case where 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 appropriately manage the participants' contact information and ensure that the private information is carefully handled. It would be preferable if the seating arrangements of the participants can be identified.

(6) Measures to be taken in events where drinking and eating takes place

- ◇ If the organizers decide that the event has the characteristics of an official activity, and that a social gathering relating to the event is of high relevance to the official activity, as well as being necessary for its execution, such social gathering will not be prohibited as long as the organizers take responsibility for implementing infection prevention measures.
- ◇ When deciding on whether or not to allow drinking and eating at the event, the organizers must take into account their responsibilities and be clearly aware that the risk of infecting each other increases when participants drink and eat at events, and must also anticipate the possibility that participants may become infected or that infection clusters may occur.
- ◇ If drinks are to be provided during the interval of an event, please request the strict adherence of wearing masks when holding conversations.
- ◇ In the case of an all-day event where participants need to eat individually, implement infection prevention measures and request that participants strictly adhere to eating in silence.

● Regarding definitive measures

■ Scope of participation

- In order to prevent large unspecified numbers of participants assembling and in preparation for the possibility of an infection occurring, manage the participants' contact information appropriately and handle their personal information carefully.
- Do not enforce participation in social gatherings.

■ Planning of social gatherings

- Be fully aware that the risk of becoming infected through eating together is extremely high. Then, carefully decide whether holding a social gathering is truly necessary for the execution of the event.
- Keep in mind that even if the social gathering is highly relevant to the official activity, it can lead to a decline in education, research, and administrative activities of the university if individuals become infected from a social gathering held within the same seminar or department. Then, decide whether or not to hold a social gathering and consider the implementation plan.
- Select a restaurant that has been certified by local authorities.
- Keep in mind to organize a social gathering where conversations are not likely to occur while drinking and eating.
- Limiting the number of participants and keeping the social gathering to a short period of time is preferable. Infection risks increase when large numbers of people stay together for a long period.

- Organizers shall not be prevented from conducting testing in advance, but they are expected to handle the situation, fully understanding that there are limits to the accuracy and sensitivity of testing and that a negative result from the test does not ensure safety.

■ Actions to avoid infection risks

- Avoid excessive drinking of alcohol. Drinking alcohol leads to high spirits but can simultaneously reduce attentiveness. It can also dull hearing and lead to speaking out loudly.
- Be fully aware that whether or not alcohol is imbibed, the risk of spreading infection increases through eating and drinking in a group gathered in a crowded space and speaking loudly.
- Do not share tableware.
- When moving away from your seat or the drinking/eating area in order to have a conversation, ensure that you do not eat or drink, and wear a mask while maintaining social distancing.

■ Response for when a participant is suspected or confirmed to be infected

- Determine the committee and representatives for the social gathering in advance and inform participants to ensure that they should inform the said committees if they begin to feel unwell, including having a fever on the day, following day, and two days after the gathering or if the participant later finds out that the day they became infected with COVID-19 was more than two days before the gathering took place.
- If a participant becomes infected, ensure that their personal information is protected before contacting the other participants who are at risk of spreading the infection so that appropriate measures may be taken, including monitoring their health.
- Participants who came into contact with an infected person at a gathering are in principle regarded as a close contact if they drank and ate with the infected person without taking infection prevention measures such as wearing a mask while having a conversation. Once the participant is regarded as a close contact, they must follow the rules established by the local authorities or various affiliations and follow appropriate infection prevention measures, including remaining at home. Furthermore, they should promptly visit a medical institution if symptoms develop.