

SEECAT'20

Guideline for prevent from infecting COVID-19

This guideline is based on regulation along with the regulation of Japanese Government, Tokyo Metropolitan Government and the other related organizations was completed by management office and organizers to prevent from infecting COVID-19.

Please read the following sentence below carefully before participating in show.

What we're going to tell you from now on will be applicable to both exhibitors and visitors.

In addition, we're going to release something new on the official website and by mail immediately when we revise this.

■ The specific measures to prevent infection by organizer and management office

【Before show】

1. It's necessary to be more than 3m wider of the aisle on hall to keep social distancing from other visitors.
2. The timeline of seminars etc. are going to be extended more than 30 minutes from last lectures.
3. We order the all participants (visitors, exhibitors, construction staffs, organizing staffs) to put on the masks all the time during the show.
4. We request to refrain from visiting to the hall of having the following problems
 - (1) Fever higher than 37.5 degrees Celsius.
 - (2) Feeling something wrong (Including loss of smell and taste or heavily tiredness etc.)
5. We let all participants know using hand sanitizer.
6. We make sure for all participants to register on the official website in advance and to make directory.
7. We make the manual to prevent from infecting COVID-19 and will be shared with relevant people.
8. Opening ceremony and exhibitors party will be called off to prevent from gathering by people at one place.
9. We prepare the online system (appointment, matching etc.) and promote to use it between exhibitors and visitors as many as possible.

【During show】

1. We take temperature and check up of all management staffs and request to refrain from participating in the case of feeling something wrong.
2. Partition space with a doctor or a nurse will be placed near the entrance and exit in the hall.
3. We take temperature with thermography of everyone and someone whose temperature is more than 37.5 degrees Celsius will be declined to enter.
4. We manage the directory with name and phone number of everyone and in the case of finding someone who might be infected by COVID-19, the personal information will be disclosed to Japanese government and municipality to find out the infection route.
5. We figure out how crowded exhibition halls and seminar sites are and if we find it is difficult to keep social distancing from others, we will restrict for entry.
(※When we restrict for visitors entering to the hall, the decision will be based on the guideline is compiled by Japanese government and so on.)
6. We open the shutters and doors for air ventilation as we can.
7. We request all participants to use hand sanitizer at the hall entrance, lavatories, rest areas.
8. We request all participants to put on masks all the time and to disinfect fingers by the announcement or sign in the hall.
9. We measure to keep distance (at least 1m) from others at registration area and seminar hall where it will be easy to get crowded.
10. We request everyone not to hand in handout directly at registration area, information space, seminar halls where all participants will meet in person.
11. We don't announce by loud voice at registration area, seminar halls etc.
12. Shared areas (Ex. door knobs, lavatories) and supplies (tables, microphones, chairs) will be regularly disinfected.

【After show】

We will manage the information of the participants properly, in case it is found that there was an infected person in the participants after the show.

■ To all exhibitors

1. During moving-in term, you need to make and manage the directory of all staffs including contractors etc. each day. When something unexpected happens, expo management office will request you to submit the directory.
2. To apply registration on “Exhibitor’s Page” and put it on the when entering to the hall.
3. To take temperature with thermography and if your temperature is more than 37.5 degrees Celsius will be declined to enter by management staffs.
4. To disinfect fingers when entering to the hall.
5. To put on mask all the time in the hall.
6. To keep the booth clean to prevent from infecting all the time, to make a booth decoration plan not too close to others in the booth and to adjust demonstration time in consideration of crowd.
7. To refrain from visiting to the hall of having the following problems
 - (1) Fever higher than 37.5 degrees Celsius.
 - (2) Feeling something wrong (Including loss of smell and taste or heavily tiredness etc.)
8. To make use of appointment and matching system online between exhibitors and visitors as you can.

■ To all visitors

1. It's necessary to apply registration on the official website in advance to participate in the show.

Please fill out the phone number and e-mail address for emergency

In addition, please note that the registered information might be disclosed to public institution accordingly.

2. We request them to put on mask all the time. If not, they will be declined to enter.
3. To take temperature with thermography and someone whose temperature is more than 37.5 degrees Celsius will be refused admission.
4. To disinfect fingers when enter the hall.
5. To keep social distance from others at registration area, seminar hall etc.
6. To refrain from visiting of having following symptoms
 - (1) Fever higher than 37.5 degrees Celsius.
 - (2) Feeling something wrong. (Including loss of smell and taste or heavily tiredness etc.)
7. To use of appointment and matching system online.

We will give top priority to the safety of all participants, including exhibitors and visitors, and then will make effort to hold exhibitors which are valuable business opportunities for everyone. All of your assistance will be appreciated.

Best Regards.