

## JIMTOF2022(The 31<sup>st</sup> Japan International Machine Tool Fair) Guidelines for Preventing the Spread of COVID-19

### ■ Introduction

In preparation for holding this fair, the Organizers and the Fair Management Office have formulated “Guidelines for Preventing the Spread of COVID-19,” referencing guidelines stipulated by the Government of Japan, Tokyo Metropolitan Government, industry organization and the venue, in order to implement thorough preventative measures. We kindly request that exhibitors and visitors go over and agree to follow these guidelines before participating in the fair.

The current guideline content may be reviewed and revised in accordance to any changes made in the guidelines of each organization. When changes are made, we will inform you through the official website or an email sent from the Fair Management Office.

### COVID-19 Prevention Measures at the Venue (Outline)



- Implement admission control measures such as QR code on admission pass to monitor number of people in the venue.



- Thoroughly monitor the health condition of people entering the venue (Refuse entry for people with symptoms including a fever of 37.5 °C or higher, cough, throat pain, fatigue, difficulty breathing).



- Measure each visitor’s temperature before they enter the venue using thermography or non-contact thermometer.



- Wearing a mask is mandatory for all participants (including exhibitors, visitors, organizers, and affiliated companies).



- Install hand sanitizer at the entrance and various areas inside the venue for thorough sanitization of hands and areas of high frequency contact.



- Ventilation will be carried out regularly in the venue, waiting room, and common areas.



- Ensure that physical distance is thoroughly maintained in the corridors and lines within the venue.

- Ensure that physical distance is thoroughly maintained in areas such as the waiting room and seminar venue through the implementation of airborne droplet infection preventive measures and seat spacing measures.



- Install a first-aid room which can immediately respond to individuals who feel unwell.



■ Regarding Concrete Measures to be Implemented by the Organizers and the Fair Management Office

[Planning period]

1. Ensure that the venue layout plan is spaced out to maintain physical distance. Furthermore, implement non-contact measures at the reception area and seminar venue where people gather, in order to prevent closed, crowded and close-contact spaces.
2. Notify all participants beforehand (including visitors, exhibitors, affiliated companies, administrative staff, and all other related parties) that masks must be worn at all times.
3. Notify all participants beforehand so that they refrain from attending the fair in the following cases.
  - i. If the individual has a fever of 37.5°C or higher.
  - ii. If the individual does not feel well (including an impaired sense of taste and smell, fatigue, breathing difficulties)
  - iii. If the individual is under the health supervision of institutions such as the Public Health Center.
  - iv. If the individual has travelled to countries/regions where the government has restricted entry or required an observation period after entering Japan, or has been in close contact with residents of those countries/regions within the time period designated by the government (This also applies to individuals who have come into close contact with people returning from those areas within the designated time period).
4. Notify all participants beforehand regarding infection awareness, complying with hand washing and hand sanitizing.
5. Encourage all participants to register online beforehand and create a contact information list.
6. Create a response manual for when suspected cases of infection arise and ensure that the manual is shared by the administrative staff and that they have been thoroughly notified.
7. Promote prior online contact and planned business appointments during the fair period.
8. Encourage all participants to utilize Tokyo's COVID-19 Notification & Support Service and COVID-19 Contact-Confirming Application.
9. Submit an Infection Prevention Safety Plan to the Tokyo Metropolitan Government in order to provide information.

[During the fair]

1. Ensure that the administrative staff measure and record their body temperature and are vigilant with their health check. Staff who feel unwell, including having a fever, should be suspended from work (The same measures are requested for affiliated companies and exhibitors).
2. Install a quarantine space near the entrance and exit area of the venue and station a nurse in the venue.
3. All participants must have their body temperature measured, utilizing a thermography or non-contact thermometer, when entering the venue. In principle, individuals with a body temperature of 37.5°C or higher will be denied entrance into the venue.

4. Oversee the names and contact information of visitors and personnel related to the Fair Management Office. In the case where an infection occurs, the government agency or local government may request the disclosure of a minimum amount of private information in order to identify the infection route. We will also display information regarding Tokyo's COVID-19 Notification & Support Service and COVID-19 Contact-Confirming Application inside the venue and promote its use.
5. Constantly monitor the crowd situation in the venue and seminar venue, and in cases where the physical distance between participants cannot be maintained, admission will be restricted (The limit on the number of people allowed to enter will be based on the government and venue guideline's maximum capacity).
6. Besides keeping the entrance and exit doors open, the service entrance and exit shutters, as well as the emergency doors will be kept open as much as possible to ensure that adequate ventilation is maintained without affecting the management and safety of the fair.
7. Hand sanitizers will be installed at the entrance and exit areas, seminar venue, waiting room and participants will be encouraged to use it.
8. All participants will be notified about constantly wearing a mask, as well as infection awareness, hand washing, and hand sanitizing through the display of signs, posters and announcements made within the venue.
9. In spaces where waiting lines can be expected to form, such as the reception area and seminar venue, measures will be taken to ensure that physical distance is maintained.
10. In areas where participants come into contact face-to-face, such as the reception, information, and seminar venue, non-contact measures will be promoted, and handing over material directly will be avoided as much as possible. Airborne droplet infection preventive measures will be taken where necessary.
11. When guiding visitors to the reception area and seminar venue, do not use a loud voice or make announcements.
12. Disinfection of the many unspecified number of high-frequency contact sites will be sanitized regularly.
13. Eating areas will be limited and thorough infection preventive measures will be implemented.

[After the fair]

After the fair ends, the participants' private information will be handled with care and properly managed, taking into account the possibility that a participant may be identified as having been infected.

#### ■ Request to Exhibitors

1. Please make sure to create and oversee a daily list of the names and emergency contact list of

exhibitors and subcontractors during the delivery and removal period as well as the fair period. (Since cases may arise in which the Fair Management Office requests that an exhibitor hand over the list, please ensure that prior notification and agreement is obtained regarding the possibility that the list may be handed over to public institutions such as the Public Health Center.) Alternatively, download Tokyo's COVID-19 Notification & Support Service or COVID-19 Contact-Confirming Application and make full use of it.

2. All exhibitors entering the venue are requested to register for an exhibitor pass. Please make sure to wear your exhibition pass when entering the venue.
3. When entering, we request that you measure your body temperature using a thermography or non-contact thermometer and in principle, individuals with a body temperature of 37.5°C or higher will not be allowed to enter.
4. When entering, we request that you sanitize your hands.
5. We request that you wear a mask at all times inside the venue.
6. We request that you maintain a sanitary environment within your booth and thoroughly implement airborne droplet infection preventive measures, as well as avoiding the formation of crowded and close contact areas among both exhibitors and visitors. When decorating the booth, make sure that your design maintains enough physical distance and space, and if you plan to hold seminars and demonstrations, please pay attention to the layout and organization of time.
7. Please refrain from participating in the following cases.
  - i. If you have a fever of 37.5°C or higher.
  - ii. If you do not feel well (including an impaired sense of taste and smell, fatigue, breathing difficulties)
  - iii. If you are under the health supervision of institutions such as the Public Health Center.
  - iv. If you have travelled to countries/regions where the government has restricted entry or required an observation period after entering Japan, or have been in close contact with residents of those countries/regions within the time period designated by the government (This also applies if you have come into close contact with people returning from those areas within the designated time period).
8. Please make active use of prior online contact with visitors and business appointments. If possible, create a daily business appointment schedule and ensure that it is overseen by your company.
9. Limit eating areas and implement thorough infection preventive measures.

■ Request to Visitors

1. In order to enter the venue, you will need to register as a visitor. Please try to complete your visitor registration beforehand through the official website prior to arriving at the venue. We require that you register your email address or mobile phone number as an emergency contact as a precautionary measure in case of COVID-19 infections occurring. Please be aware that if deemed necessary, we will provide the registered information to public institutions such as the Public

Health Center.

2. Please wear a mask. (You will be unable to enter if you do not wear a mask.)
3. When entering, we request that you measure your body temperature using a thermography or non-contact thermometer and in principle, individuals with a body temperature of 37.5°C or higher will not be allowed to enter.
4. When entering, we request that you sanitize your hands.
5. We request your cooperation in maintaining a physical distance in the reception area and seminar venue.
6. Please refrain from participating in the following cases.
  - i. If you have a fever of 37.5°C or higher.
  - ii. If you do not feel well (including an impaired sense of taste and smell, fatigue, breathing difficulties)
  - iii. If you are under the health supervision of institutions such as the Public Health Center.
  - iv. If you have travelled to countries/regions where the government has restricted entry or required an observation period after entering Japan, or have been in close contact with residents of those countries/regions within the time period designated by the government (This also applies if you have come into close contact with people returning from those areas within the designated time period).
7. Eating is only permitted in the waiting space. Please cooperate by not talking while eating.
8. Please actively utilize the prior online matching and appointment system with exhibitors.
9. Please actively utilize Tokyo's COVID-19 Notification & Support Service and COVID-19 Contact-Confirming Application.

The Organizers and the Fair Management Office aim to place the utmost importance on the safety of all participants, including the exhibitors and visitors, as well as organizing a safe and secure fair which we hope will provide an important business opportunity for all participants.

We appreciate your continuing support and cooperation regarding the fair.