

Beyond Invisible Borders COVID-19 Preventative Measures for In-Person, Group Programming- Second Guideline

Revised on June 30th, 2021
Beyond Invisible Borders Administrative Office

This guideline outlines the basics of our COVID-19 preventative measures for *Beyond Invisible Borders* in-person, group programming, and the checklist below explains their details. The contents of this guideline are subject to change based on possible changes of our policies in the future, as well as the situations regarding the spread of the virus and the experts' opinions on the matter.

1 . Before Our Programming

- The following participants are not allowed to take part in the programming: 1) those who are experiencing a fever, coughing, or diarrhea, or 2) those who have been in touch with COVID-19 patients within the last 14 days, or 3) those whose family members are believed to be infected with COVID-19, or 4) those who have been overseas within the last 14 days.
- The administrative office is prepared to provide necessary masks and hand sanitizers during the programming.
- The administrative office has made it clear who is in charge of the programming on the day of.
- The administrative office is aware of the COVID-19 preventative measures drafted by The Tokyo Metropolitan Government and/or health centres.

Checklist for the Prevention of the Spread of COVID-19 <Events> - The Tokyo Metropolitan Government
https://www.bousai.metro.tokyo.lg.jp/res/projects/default_project/page/001/008/429/24.pdf
In Order to Prevent COVID-19 Infection- Setagaya Ward
<https://www.city.setagaya.lg.jp/mokuji/fukushi/003/005/006/d00190530.html>

- The administrative office has the names and the emergency contact information of all the staff and participants, and has prepared the list containing the information. The administrative office is also responsible to inform the participants in advance that this information may be shared with public institutions such as health centres, as required.
- The contents of this guideline and the administrative team's policies based on it need to be thoroughly communicated to and understood by the participants.

2 . During Our Programming

- Social distancing of approximately 2 meters (minimum 1 meter) has to be ensured.
- Whoever is in charge of the programming on the day needs to know how to contact Arts Council Tokyo.
- All participants must wear a mask and wash hands thoroughly.

- All participants need to confirm and document their body temperatures. If anybody has any of the following symptoms, they won't be allowed to participate.
 - The participant has a fever of 37.5°C.
 - The participant's body temperature is 1°C warmer than their average body temperature.
 - The participant has a difficulty breathing or is feeling an intense feeling of fatigue.
 - The participant has a symptom of coughing or sore throat, even if mild.
- ※ The administrative team should tell the participant to refrain from even coming to the programming venue on the day of, if they have any of the symptoms described above.
- The administrative team needs to minimize the infection risks by, for example, using a thermometer that doesn't require physical contact when estimating the health conditions and body temperatures of the program participants.
- The body temperatures of the participants need to be documented and kept on record for more than three weeks.
- If the programming takes place indoors, ventilation needs to be facilitated on a regular basis (at least once an hour), and any spots where many people tend to touch (door knobs, tables, etc.) need to be disinfected on a regular basis. Hand sanitizers need to be always accessible at the venue. When it comes to where disinfection should take place, and where in the venue the programming is allowed to take place, the administrative team needs to follow all the COVID-19 preventative restrictions and rules of each venue.
- Social distancing between each participant as well as passers-by needs to be ensured as much as possible, even if the programming took place outdoors.

2-1. If the Programming Involves Indoor-filming or Indoor-eating/drinking

- If the programming involves filming of eating/drinking shots, and if taking a mask off temporarily is required, the coughing etiquette recommended by The Ministry of Health, Labour and Welfare as well as all the rules described in the above < 1 . Before Our Programming> and < 2 . During Our Programming> sections need to be followed thoroughly, and hand sanitization and ventilation need to be facilitated even more frequently (approximately once every 15 minutes).

Coughing Etiquette - The Ministry of Health, Labour and Welfare

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000187997.html>

- Filming needs to be done as quickly as possible, and the cast needs to wear a mask when it's not being filmed.
- It is recommended that the administrative team use disposable utilities for eating/drinking. Sharing of plates and chopsticks should be avoided, and if non-disposable utilities are to be used, each participant needs to wash what they've used.

3. What to Do When Someone Is Believed to Be Infected

- If any of the participants are believed to be infected with COVID-19 during the programming, they need to be isolated and sent home. They need to stay home until further notice, and whatever they've shared with other participants or team members needs to be disinfected. The details of the event need to be communicated to Arts Council Tokyo immediately.
- Whoever from the administrative office deals with it must wear a mask and gloves, and needs to wash and sanitize their hands before and after dealing with it.
- If any of the participants have been infected with COVID-19 for the past 14 days, the project needs to be paused temporarily, and it needs to be communicated to Arts Council Tokyo.
- The participants that are old or have existing health conditions need to go through more strict rules and restrictions, as they are at high risk.
- If any of the administrative staff or participants are believed to be infected with COVID-19, contact the health centre and provide them with any required information, and consult with them to decide what needs to be done.

(A Health Centre in the area where Beyond Invisible Borders takes place)

Infectious Diseases Control Division, Setagaya Public Health Centre

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Tel: 03-5432-2441

<https://www.city.setagaya.lg.jp/soshiki/1373/6900/index.html>