

# Checklist for holding events

[Ver.2 Released July 22nd 2022, Kagawa Prefecture]

## Event Details

Before filling out the checklist, please register the details of the event below

### Event Name

APASL Oncology 2022 Takamatsu

### Performer, Group or other

Department of Gastroenterology and Neurology,  
Faculty of Medicine, Kagawa University

### Event Date and Time

September 1-3, 2022

### Venue Name

JR Hotel Clement Takamatsu

### Event Location

1-1-1, Hamano-cho, Takamatsu-shi, Kagawa-ken, 760-0011, Japan

### Name of Organizer

Asian Pacific Association for the Study of the Liver (APASL)

### Organizer's Address

1-24-7-920, Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan

### Organizer Contact Details

(Phone number)

03-5312-7686

(Email address)

info@apaslstc-takamatsu2022.org

### Occupancy Rate (Upper Limit)

**100% (※)**  
(Without shouting)\*

Enough space that people are not in contact

**50% (※)**  
(With shouting)\*

Reasonable distance between people  
(2m where possible, at least 1m)

### Number of occupants

1000

### Number of participants

500

### Other or Additional information

(if “without shouting” has been selected, please explain here how this has been decided and specify what measures are in place to ensure this is the case)

(※) \*Shouting is defined as “When spectators speak at a louder volume than usual and when they speak often or continuously”. Events that cannot guarantee that both recommended and necessary measures are sufficiently in place are considered to fall under the “with shouting” category.

# Infection Prevention Measures Checklist

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## Basic Infection Prevention Measures

When holding events, the following conditions (necessary infection prevention measures for holding events) must be met.

\*When holding events with 5,000 people and an occupancy rate over 50%, a separate "Plan for safe infection prevention" document detailing concrete measures must also be submitted.

### ① Thorough respiratory droplet control (wearing masks and not shouting)

#### [In the case of "without shouting"]

In order to avoid the production of droplets, do not shout\* (exceptions for "with shouting" events) and wear appropriate masks (non-woven masks are recommended). Those

shouting or not wearing appropriate masks will be cautioned individually and will be subject to measures such as ejection from the venue.

\*Shouting is defined as "When spectators speak at a louder volume than usual and when they speak often or continuously".

#### [In the case of "with shouting"]

Same as above but replace "do not shout" with "do not shout constantly".

### ② Thorough handwashing, hand and facility disinfection.

Promote frequent hand washing and thorough hand disinfection (e.g. through installation of alcohol and other hand sanitizers at entrances and exits of venues, announcements in the venue, etc.

Regular and frequent disinfection of facilities (entrances and exits, restrooms, common areas, etc.) by the organizers.

### ③ Thorough ventilation

Constant ventilation by use of ventilation equipment, or opening windows.

### ④ Avoiding crowds amongst spectators.

Implementation of measures to avoid crowding at entrances and exits (e.g. having additional entry gates, staggered entry/exit, etc.)

Establishment of systems for staffing and ensuring flow of people to avoid crowding during breaks and in waiting areas.

Keeping space between people (enough so they do not make contact) in the case of events without shouting, and keeping physical distance in front of, behind, and to the left and right of seats in the case of events that may involve shouting.

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### ⑤ Restrictions for eating/drinking



Thorough implementation of infection prevention measures (sufficient measures based on infection prevention measures required by restaurants, etc.) when eating/drinking.



Recommendation for masks to be worn when not eating or drinking.



Refrain from eating and drinking outside of dedicated eating and drinking areas (e.g. in spectator seating), as eating and drinking without masks for extended periods increases the risk of infection by respiratory droplets to those in neighboring seats.



Decide whether or not to provide food, drinks, or alcoholic beverages in accordance with requests from local governments (if these will be provided, consider measures to prevent loud noises that may accompany alcohol consumption).

### ⑥ Infection control for performers, etc.



To ensure the health of performers and staff members on a daily basis, those who have symptoms (fever, cold symptoms, etc.) should refrain from rehearsing and performing.



Address and deal with the risk of infection among performers, staff, and others who speak during rehearsals and other occasions before the event.



Put measures in place to ensure that performers, staff, etc., do not come into contact with spectators before, during, or after the event, or during any breaks (except when necessary, such as when staff are required to guide spectators).

### ⑦ Tracking and managing event participants and others



Tracking and managing participants through confirmation of contact information at the time of ticket purchase or at the time of admission, and through the use of apps, etc.



Ensure that those with symptoms (fever, cold symptoms etc.) are not allowed to enter the event by doing temperature checks at the time of admission, and provide refunds to those who are unable to enter due to symptoms.



Remember to prevent infection before and after events also, such as through using staggered entry and exit times.

In addition to the above, industry-specific guidelines (if established for the applicable industry) should also be followed.