

October 9, 2020

Osaka International Convention Center Corp.

**COVID-19 infection prevention measures to be taken events
at Osaka International Convention Center**

The Osaka International Convention Center will follow the policies of the national government and Osaka Prefecture to prevent the spread of COVID-19, and we will place utmost importance on the safety and security of our customers and employees, and kindly request our customers to take the following measures as a condition of using our facilities. We are sorry for any inconvenience that this may cause, and would like to ask for your understanding and cooperation. Please note that the content is subject to change depending on the future situation regarding COVID-19 infections.

1. Request to event organizers

*For events with more than 1,000 people, please notify your sales representative (or us) in advance.

(1) Number of people at the venue

- ① The number of people at the venue must not exceed the designated maximum number of users as of the day of the event (June 20 to July 9: 1,000 people; July 10 to November 15: 5,000 people)
- ② As events specified in measures, must be half or less of the maximum capacity of each room

*Visitors as well as performers, event organizers, exhibitors and operation staff are included in the maximum number of users. (Same as below)

(2) Terms and conditions of use

- ① Please ensure that all staff members and participants thoroughly take measures such as washing or sanitizing hands, following proper cough etiquette by using face masks or other methods.
- ② Please take measures to ensure the prevention of appearances, admission and participation of people with symptoms, such as taking a temperature check at the entrance.
- ③ Please announce that all visitors are requested to register for Osaka COVID-19 Tracing System and COCOA (COVID-19 Contact-Confirming Application).

*Osaka Prefecture has introduced the Osaka COVID-19 Tracing System with the purpose of facilitating contact tracing when new cases are confirmed. We are posting the QR code for registering with this system at several places including the 1F entrance. Please announce that all visitors are requested to register for this system.

*In case of an event where many and unspecified people are to gather, we request that the organizer create a list of participants, or that the organizer register for the system, print the QR code, and post it at the conference room entrance to encourage visitors to register for the system.

(3) Maintaining a sanitary environment

- ① Please install hand sanitizers at the entrance to and within the venue.
- ② Please do not speak loudly when guiding people or making an announcement.
- ③ Please turn down the volume of background music or other sounds to the extent possible in order to discourage people from speaking loudly.
- ④ Please prepare to give individual attention and response to any participants who shout out.
- ⑤ Please ventilate the venue on a regular basis by opening the doors.

*We also ventilate the venue properly using a ventilation system.

- ⑥ When providing eating/drinking areas, please arrange the seats with a proper distance (preferably one meter) and in some way people are prevented from facing each other while eating or drinking. Please also ask people to keep conversation to a minimum.
- ⑦ Please refrain from eating or drinking anything other than in places where infection control measures have been taken.

(4) Avoiding the Three Cs (confined spaces, crowded places, and close contact)

- ① Please try to prevent a large number of people from concentrating at the same time by organizing and guiding participants and restricting entry.(Please distribute breaks and meals)
- ② Please request all participants to avoid shaking hands or touching others directly.
- ③ When providing areas where face-to-face conversations will take place (e.g., business meeting areas), please ensure that participants keep a distance from each other preferably one meter, or take measures to prevent droplet infections by, for example, installing acrylic partitions.
- ④ Please provide staggered information to avoid congestion of public transportation before and after the event.

2. Request to visitors

- ① To facilitate contact tracing when new cases are observed, please register for the Osaka COVID-19 Tracing System introduced by Osaka Prefecture.
- ② Please install COCOA (COVID-19 Contact-Confirming Application) at the same time.

- ③ Please follow proper cough etiquette thoroughly by using face masks or other methods.
- ④ Please maintain a proper physical distance (at least one meter) between participants when entering and exiting the venue.
- ⑤ Any person meeting any of the following conditions is not allowed into the building.
 - a) Having a fever of 37.5°C or higher
 - b) Showing common cold symptoms such as coughing
- ⑥ Please wash or sanitize hands thoroughly.
- ⑦ Please refrain from behavior with a high risk of infection, such as speaking in a loud voice and facing other people while eating or drinking.
- ⑧ Please keep interactions to a minimum before or after the event and during break times.

3. Infection prevention measures at Osaka International Convention Center

- ① We ensure that employees thoroughly manage their health, wash or sanitize their hands, and wear face masks.
- ② Employees check their temperature every day.
- ③ Benches in the lobby and other rest areas are arranged with a distance of at least one meter from one another.
- ④ At the reception counter, salons and other places where people meet closely, we ensure that people keep a distance of at least one meter away from each other or take measures to prevent droplet infections by, for example, installing acrylic partitions.
- ⑤ At the restaurants and cafes in the Center, the seats are arranged with a proper distance (at least one meter) and in some way people are prevented from facing each other while eating or drinking.

- ⑥ Alcohol-based sanitizers or the like are installed in common areas such as the entrance and the lobby.
- ⑦ We sanitize common areas (e.g., restrooms, lobby), as well as spots that people frequently touch (e.g., elevator buttons), on a regular basis.
- ⑧ The prayer room and smoking area are closed.
- ⑨ We have put up instructions to remind people to flush the toilet after closing the lid, since it is considered that toilets have a relatively high risk of passing on infection. Hand dryers are not available for use.
- ⑩ We thoroughly sanitize rental baby strollers and wheelchairs.

Maximum capacity (Considering physical distancing ver.)

October 9,2020

Note:

The number of people at the venue must not exceed the designated maximum number of users as of the day of the event (June 19 to July 9: 1,000 people; July 10 to November 15: 5,000 people)

As events specified in measures, must be half or less of the maximum capacity of each room

Floor	Facility	Floor area		Ceiling height	Width	Depth	Theater Style		School Style	
		sqm	sqf				m	m	m	Maximum capacity
12	Conference Hall	393	4,229	4.6~16.8	φ22.4		414	207	198	99
	1201	52	560	3.0	7.1	7.3	50	25	27	14
	1202	221	2,378	4.5	16.3	13.5	220	110	108	54
	1203	46	495	3.0	6.6	7.1	50	25	27	12
11	1101~2	133	1,431	3.0	20.7	6.5	155	77	81	44
	1101	42	452	3.0	6.6	6.5	45	22	24	12
	1102	91	979	3.0	14.1	6.5	101	50	57	28
10	1001~3	1,010	10,868	7.7	25.5	40.3	1,044	520	570	313
	1001~2	366	3,938	7.7	25.2	14.4	378	181	252	126
	1001	183	1,969	7.7	12.6	14.4	177	88	123	61
	1002	183	1,969	7.7	12.6	14.4	180	90	126	63
	1003	541	5,821	7.7	25.5	21.9	540	290	312	156
	1004~7	398	4,282	3.0	27.2	14.5	418	209	252	126
	1004~6・5~7	300	3,228	3.0	25.5	14.5	304	152	180	90
	1004~5・6~7	199	2,141	3.0	13.6	14.5	190	95	120	60
	1004・1007	98	1,054	3.0	6.7	14.5	100	50	69	34
	1005・1006	101	1,087	3.0	6.9	14.5	100	50	69	34
	1008	183	1,969	3.0	9.9	18.4	182	90	108	54
	1009	289	3,110	3.0	15.6	18.4	260	130	162	81
	1010	43	463	3.0	6.6	6.5	45	21	24	12
8	801~2	134	1,442	3.0	20.6	6.5	155	77	96	48
	801	67	721	3.0	10.3	6.5	67	33	39	18
	802	67	721	3.0	10.3	6.5	67	33	39	18
	803・806	49	527	3.0	6.3	7.8	49	24	24	12
	804・805	64	689	3.0	8.2	7.8	60	30	36	18
7	701~2	146	1,571	3.0	20.7	7.1	155	77	102	51
	701	46	495	3.0	6.6	7.1	45	22	24	12
	702	100	1,076	3.0	14.1	7.1	100	50	66	33
5	501~2	91	979	3.0	13.9	6.5	98	49	54	27
	501	48	516	3.0	7.3	6.5	40	20	27	13
	502	43	463	3.0	6.6	6.5	40	19	27	12
	Main Hall	-	-	-			2,754	1,369*	The number of the wheelchair seatings are not included.	
	Split Large Hall	-	-	-			2,248	1,116*		
	Split Small Hall	-	-	-			328	162		
3	Event Hall ABCDE	2,600	27,976	9.4		95.5	-	1,000	-	765
	ABCD/BCDE	1,930	20,767	9.4		70.0	-	900	-	540
	ABC/CDE	1,500	16,140	9.4		55.0	-	714	-	435
	BCD	1,260	13,558	9.4	28.5	44.0	-	484	-	369
	AB/DE	1,100	11,836	9.4		40.0	-	510	-	300
	BC/CD	830	8,931	9.4	28.5	29.0	-	284	-	165
	A/E	670	7,209	9.4	25.0	25.5	-	289	-	150

*The number of people may change depending on the equipment installation.