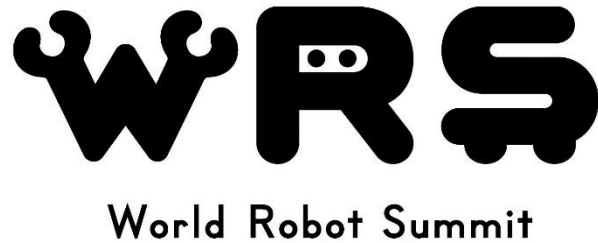


World Robot Summit
Infection Control Guidelines



October 2021

WRS2020 FUKUSHIMA

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These guidelines have been created for the World Robot Summit 2020 (WRS). All competition participants, operations staff, and exhibitors must comply with the rules and instructions set forth in this document. They are necessary measures for preventing infection to yourself, as well as ensuring the smooth execution of the WRS, and we strongly recommend that you adhere to infection control measures at the venue.

These guidelines have been drafted based on industry guidelines and expert advice. However, future revisions are possible depending on the spread of infection and other factors, and they will be reexamined as needed.

1. Scope

(1) Persons subject to these guidelines

Category	Description	Example
Organizers	Organizations hosting the event	Ministry of Economy, Trade and Industry NEDO
Operations staff	Staff members who will work at the venue for the duration of the event, and are expected to come into some degree of contact with others	Competition committee members, judges Operations secretariat Audio and Video staff Venue reception staff, etc.
Subcontractors	Persons at the venue only before and after the WRS Persons who work at the venue during the day, who are expected to come into contact with others at very limited levels	Fixture and construction workers Security guards, etc.
General visitors	Members of the general public visiting the venue during the WRS	General visitors

Exhibitors, lecturers, etc.	Exhibitors in the Expo area, and lecturers on stage during the WRS	Exhibitors Lecturers
Competition participants	Persons participating in the WRC	Competition participants from overseas Competition participants from within Japan

(2) Applicable time period

Valid until October 31, 2021

2. Restrictions on number of visitors

(1) Maximum number of visitors and venue capacity

Frequent announcements will be made for visitors to refrain from using loud voices while watching the competition. With necessary infection control measures in place, the maximum number of visitors allowed in the venue at one time is set at 50% of the venue's capacity, or the maximum number set by the venue, whichever is less.

People entering and exiting the venue during its open hours will be continuously counted at the entrance/exit, and an entrance restriction will be imposed when 80% of the maximum number is exceeded.

(2) Entrance control

In order to implement (1) above, visitors' arrival times will be spread over the course of a day by requiring an advance registration to enter the venue. Furthermore, departure times will be similarly managed in order to avoid creating a crowd in the public transportation system at specific times of the day, with posting of signage to aid the effort. Contact with the reception staff at the venue will be minimized by urging visitors to complete advance registration.

3. Requirements for all relevant persons (primarily for organizers, operations staff, and subcontractors)

(1) Entering the venue

- All persons associated with the WRS must check their body temperature and health status every morning, and should not go to the venue if they have a fever or feel unwell.
- Individuals who have come into close contact with someone who tested positive for Covid-19 (including cases under investigation), who have traveled overseas in the previous 14-day period, or who have come into close contact with someone who has, must stay home or at a hotel without going to the venue, even if they do not have a fever or feel unwell.
- When using public transportation, please take care to maintain social distance.

(2) Entrance/exit management

- Mask wearing will be enforced.
- Entry is not allowed in case of a fever (at or above 37.5°C; however, discretion may be exercised based on an individual's baseline temperature and other symptoms) or if the individual feels unwell.

- Floors will be marked to ensure sufficient distances between visitors waiting in line to enter the venue. Staff support will be there to guide them.
- The number of visitors entering the venue will be monitored and managed.
- Sanitizing liquid dispensers will be installed, and we will ensure that all visitors at the venue will disinfect their hands and fingers.

(3) Inside the venue

- Masks must be worn inside the venue at all times. They can be taken off only at the designated dining areas and areas designated by the WRS Secretariat when necessary for eating or drinking.
- Hand sanitizer dispensers will be installed at multiple locations, and all personnel will be reminded to thoroughly disinfect their hands and fingers.
- All participants must carry a smartphone with the contact confirmation app (COCOA) installed, and keep the Bluetooth capability turned on at all times.
- Small enclosed spaces will be thoroughly ventilated.
- The number of shared items will be minimized as much as possible, and high-traffic areas will be identified and disinfected frequently. General visitors, as well as organizers and operations staff, will be asked to disinfect such areas after use.
- Trash must be sealed in plastic bags and discarded at a location designated by the WRS.

(4) Other

- Uniforms worn at the Expo, etc. should be laundered frequently.
- No meals or social gatherings in large groups are allowed (5 or more people).
- Prompt dismantlement is required after the conclusion of the WRS.
- Dining areas will be clearly marked or designated by the WRS Secretariat and well ventilated. Seating arrangements will be made so that the diners do not sit directly facing each other, and a distance of 1m or more will be secured between tables/chairs. Disinfection will be periodically performed.
- If an individual associated with the WRS learns within 14 days of the conclusion of the WRS that he/she has been infected with Covid-19, the WRS Secretariat must be immediately notified, and the WRS Secretariat will take necessary measures.

4. Rules concerning venue operation (primarily for operations staff and subcontractors)

(1) Preparation and dismantlement

- Masks must be worn throughout the entire duration of unloading, setup, and dismantlement.

- Be sure to have vendor members, as well as members of your own organization or company, install and use the contact confirmation app (COCOA).
- When installing exhibition booths, exhibitors will be encouraged to avoid labor-intensive designs such as structures taller than 4m or two-story structures, and to ensure a safe working environment by reducing the installation time and number of installation crew workers.
- At the time of online registration for visitors, it will be clearly indicated that cooperation with infection control measures at the venue is a requirement, and that personal information will be released to local governments for investigation of infection route if an infection occurs.
- Reception parties and other social gatherings are not allowed.
- Loading entrances/exits will be kept open at all times for ventilation unless special circumstances exist, such as security concerns.
- Crowd prevention, disinfection of hands and fingers, and mask wearing will be enforced during setup by multiple announcements via the venue's PA system.
- Air conditioning in the venue (fan) will run continuously.

(2) During the WRS

- Everyone associated with the WRS will be reminded to wear masks in the venue. Spare masks will be available.
- Infection control equipment such as droplet partitions will be installed in paddocks, dining areas, and business meeting areas.
- Documents that describe infection control measures such as this manual and the exhibitor manual will be shared with individuals associated with the WRS to ensure that they are well informed on emergency procedures in advance.
- Ensure that everyone associated with the WRS will avoid speaking in loud voices.
- Those using public transportation will be requested to spread out when entering and leaving the venue.
- In preparation for cases of infection, a list of all individuals associated with the WRS will be created and maintained, keeping in mind each individual's personal information. For infection tracking purposes, the list will be kept until the end of November 2021.
- Loading entrances/exits (shutters) will be kept open in an effort to ventilate the venue, and as long as they do not impact security.
- Ensure crowd prevention, disinfection of hands and fingers, and mask wearing by making multiple announcements via venue's PA system. Similarly, announcements will be made to refrain from having conversations and solicitations in loud voices.
- Air conditioning (fan) in the venue will run continuously.

(3) On-stage events, etc.

- Partitions will be installed at podiums to help prevent the spread of respiratory droplets, and a minimum distance of 3m will be maintained between the speaker at the podium and the front row of the audience. If there are multiple people on the stage, a minimum distance of 2m will be maintained between adjacent individuals on the stage.
- The maximum number of people in the stage areas is set at 50% of the capacity of those areas. In the Aichi venue, the maximum numbers for the main stage and stage A are 200 and 100 people, respectively. In the Fukushima venue, the maximum number for the stage area is set at 150 people.
- Shared items such as PCs and microphones used by speakers or presenters at the podium will be disinfected each time they are used.

5. Health monitoring and testing

Persons associated with the WRS will monitor their health and undergo testing. Their categories and requirements are as follows.

(1) Health monitoring and testing categories

Required actions are defined for the four categories (A, B, C, D) based on time spent at the venue, frequency of contact with others, etc.

Type	Category
Organizers (at the venue for an extended period, as is the case with the operations staff)	A
Organizers (at the venue for a short period)	D
Operations staff	A
Subcontractors	C
General visitors	D
Exhibitors	A
Lecturers	D
Competition participants (from within Japan)	A
Competition participants (from overseas)	B

(2) Measures applicable to each category

Temperature checks will be performed on all individuals at the time of entry into the venue. In addition, the tests and other measures shown below will be required. Competition participants (both domestic and from overseas) must also refer to the separate guidelines for competition participants.

【A (Organizers, operations staff, competition participants (from within Japan) and some of the exhibitors)】

① Health monitoring for 14 days leading up to arrival at the venue. (Exhibitors should perform health monitoring as much as possible considering the date of their exhibition.)

- Measure and record body temperature every day.
- See a doctor in case of a fever (at or above 37.5°C) or feeling unwell.

② Health monitoring during the WRS

- Continue health monitoring which was done for 14 days leading up to arrival at the venue.
- Be sure to create a record of health monitoring, and keep it for three weeks after the conclusion of the WRS.

③ Assignment of individual in charge of infection control measures

- The organizers and operations staff will assign an individual (one person per organization or company) to be in charge of infection control measures; the WRS Secretariat is to be notified of this assignment. The role of the person in charge is to ensure the implementation of required infection control measures at his/her organization or company.
- The person in charge of infection control measures at his/her organization or company will inform the WRS Secretariat in advance of the names of the individuals associated with his/her organization or company who will be entering the venue, as well as their contact information, and their places of stay.

④ Testing

- An antigen test will be given on the first day of entering the venue. After that, an antigen test will be administered (once or twice) during the WRS. At the time of the testing on your first day of entering the venue, you will be informed of the next antigen test.

【B (Competition participants (from overseas))】

- The same measures as Category A will be implemented. However, there is a quarantine period after entry into Japan.

【C (Subcontractors)】

- Measures ①, ②, ③ in Category A will be implemented.

【D (Organizers (at the venue for a short period of time) , general visitors, lecturers, etc.)】

- Temperature and health check at the venue.

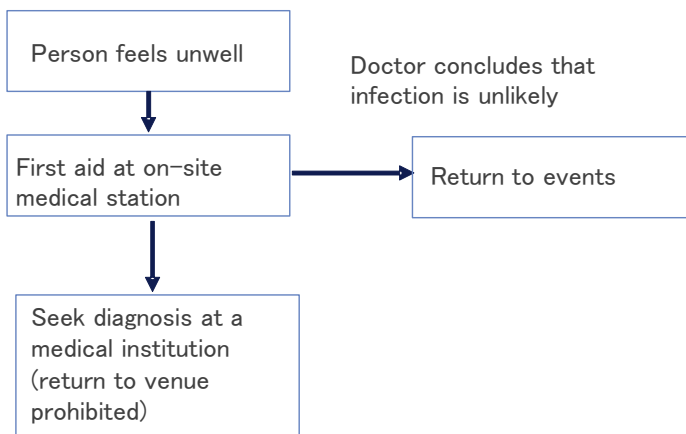
	A	B	C	D
Temperature and health check at the venue	○	○	○	○
Health monitoring for 14 days leading up to arrival at the venue	○	(Quarantine upon entry into Japan)	○	
Health monitoring during the WRS (includes days at the venue for setup and dismantlement)	○	○	○	
Antigen test (at the venue)	○	○		

6. Response procedure when a person becomes unwell or tests positive for infection

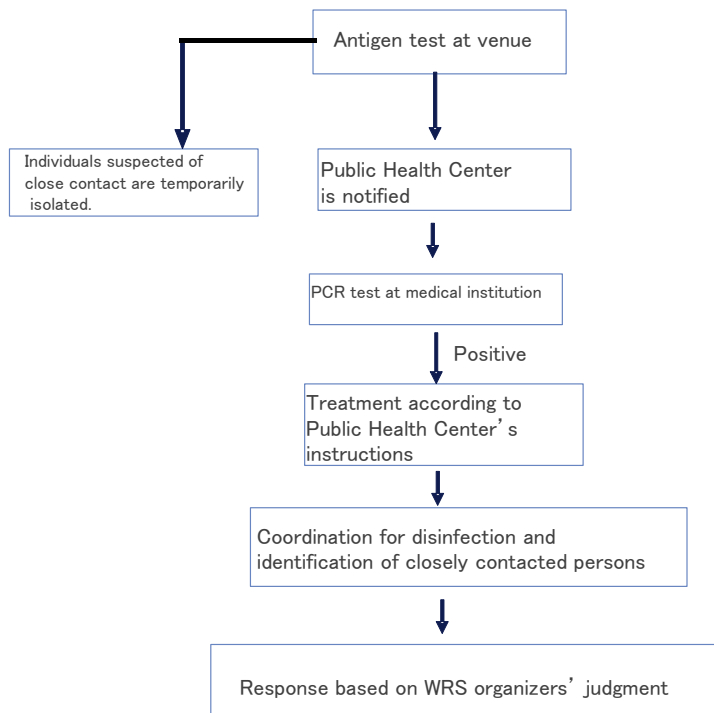
(1) Before and during the WRS

If a person feels unwell after arriving at the venue or during the WRS, first aid will be promptly provided at the medical station. If an infection is suspected, additional measures will be taken, including immediate coordination with medical institutions.

(If a person becomes unwell)



(If a person tests positive on an antigen test given at the venue)



(2) After the WRS

If anyone associated with the WRS is found to have an infection within 14 days of the conclusion of the WRS, the WRS Secretariat must be notified.

