

# COVID-19 Disease Control Measures

## Check-sheet

### For general



#### 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

#### 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

#### 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

#### 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

# COVID-19 Disease Control Measures Check-sheet

For theaters, music halls, etc.



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Refrain from using front seats to keep space between performers and the audience
- Avoid contact between performers and the audience (e.g. no waiting for performers at entrances or exits, no bringing audience members up onto the stage)
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

[https://www.zenkoubun.jp/covid\\_19/index.html](https://www.zenkoubun.jp/covid_19/index.html)



# COVID-19 Disease Control Measures Check-sheet

For cinemas



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Ensure people do not loiter before or after films, for example through having people enter and exit in stages
- Notify users of disease prevention measures being taken, for example by using the screens
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.zenkoren.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For museums



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Thoroughly disinfect rental/loan items such as audioguides and prams
- Place markings or signs in front of display items to prevent crowding
- Do not display items that can be touched. If it is unavoidable, staff members should conduct thorough disinfection
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.j-muse.or.jp/02program/projects.php?cat=13>





# COVID-19 Disease Control Measures Check-sheet

For libraries



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Devise systems to allow online loans, borrowing items by post, etc.
- Alert users that books taken from shelves should be returned to a designated counter rather than being returned directly to the shelf
- Communication aids, etc. for disabled people should be disinfected thoroughly
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.jla.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For aquariums



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- In general, refrain from presenting displays that visitors can touch
- Periodically disinfect items that many visitors tend to touch, such as the glass barriers surrounding displays
- Place partitions in popular areas and prevent visitors from touching display cases or loitering
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.jaza.jp/>



# COVID-19 Disease Control Measures Check-sheet

For hotel banquets



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Keep a suitable gap between tables and restrict the number of seats where seated dining is offered
- Cover food at buffets and manage food hygiene thoroughly, for example by having staff serve the food
- Alert customers to refrain from pouring alcohol for others or sharing the same cup
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.j-hotel.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For esthetic/beauty and nail salons



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Arrange appointments so that customers come into contact with another as little as possible, and keep the number of staff not giving treatments as low as possible
- Dispose of tools that have been used on customers' skin if possible, and if not disinfect them thoroughly
- Staff involved with treatments should wear masks, goggles, face-guards etc.
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

(Esthetic/beauty salons) <http://esthe-npo.lekumo.biz/>

(Nail salons)

<https://www.nail.or.jp/information/coronavirus/guideline/index.html>

Esthetic salons



Nail salons





# COVID-19 Disease Control Measures Check-sheet

For DVD rental stores



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Periodically disinfect rental items, baskets, door handles and other equipment
- Place signage and arrange shelving to direct customers not to loiter
- Notify customers to shorten the time they spend in store, for example by deciding what they will rent beforehand
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.cdvnet.jp/modules/information/index.php/page96.html>



# COVID-19 Disease Control Measures Check-sheet

For travel agents



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Make arrangements so that customers can arrange their travels without visiting the store, for example via the internet, phone or mail
- As necessary, implement a system whereby staff can contact and/or advise travelers on cancelling trips
- Even in cases where staff must speak face-to-face with customers, aim to simplify processes to minimise direct contact with customers
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.jata-net.or.jp/virus/>



# COVID-19 Disease Control Measures Check-sheet

For department stores



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Limit the number of people allowed into the store and make announcements to prevent crowding on elevators and escalators.
- Refrain from holding promotions that may result in crowding, and request customers to come at less crowded times
- At times when crowding is expected, have customers enter in small groups
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.ajs.gr.jp/>



# COVID-19 Disease Control Measures Check-sheet

For gymnasiums and swimming pools



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Avoid crowding in changing/rest rooms by limiting numbers or keeping them used at less than capacity
- Notify customers to seal clothes away and take them home after changing, ensuring other people do not come into contact with them
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.japan-sports.or.jp/>





# COVID-19 Disease Control Measures Check-sheet

For bowling alleys



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- As a general principle, have no more than three people using a single lane, and keep adjacent lanes empty.
- Provide clean bowling towels for each customer rather than have customers share them.
- Direct customers to leave the shoes and balls they used on the lane so that staff can disinfect and retrieve them.
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://bowling.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For indoor tennis courts



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Encourage users to bring their own racket and avoid the use of rental rackets as much as possible
- Notify non-players, such as guardians of junior players, to refrain from spectating
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.jtia-tennis.com/>



# COVID-19 Disease Control Measures Check-sheet

For gyms



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Request users who are highly vulnerable to the disease to refrain from using the facilities and/or limit the hours they may use them
- Avoid sharing towels used to wipe away sweat, instead using disposable options such as paper towels or using disinfectant
- As necessary, take measures such as limiting the loads on exercise machines or canceling group classes that feature intense exercise that cause heavy breathing
  - Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.fia.or.jp/public/19525/>



# COVID-19 Disease Control Measures Check-sheet

For pachinko parlors



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Keep sound effects as quiet as possible and request users not to talk to one another
- Request users not to stand and watch in passageways
- Alter the arrangement of prize displays so that customers cannot touch them
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.zennichiyuren.or.jp/>





# COVID-19 Disease Control Measures Check-sheet

For game centers/arcades



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Keep a gap between seats, for example by only using every other machine, and partition units with acrylic panels
- Keep sound effects as quiet as possible and request users not to speak in a loud voice to one another
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://jaia.jp/>



# COVID-19 Disease Control Measures Check-sheet

For mahjong parlors



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Ensure a 2 meter distance is kept between players, for example by moving chairs back, and install barrier screens, etc.
- Provide around two bottles of disinfectant for every mahjong table, for example by placing them on side tables
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.zenjanren.com/>



# COVID-19 Disease Control Measures Check-sheet

For karaoke businesses



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- The number of people in a booth should not exceed 50% of its regular capacity, and if it does, the group should be divided
- Notify users that while singing, a 2m gap between seats should be kept where possible (at least 1m), and users should sit in a row
- Refrain from serving food and drink, and if they are to be served, deliver them to customers individually
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.jkba.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For internet and manga cafes



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Ensure plenty of distance is kept between people by arranging magazines, DVDs etc. in a suitable manner and/or making corridors one-way only
- Inform users that instead of returning items they had used directly to the shelf, they should place them in the returns area
- Request users to refrain from standing and reading books, magazines etc.
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.n-shoten.jp/>





# COVID-19 Disease Control Measures Check-sheet

For cram schools (*juku*)



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Arrange seats so an appropriate gap is kept in every direction, keeping the contact between students to a minimum
- As necessary, have lecturers wear face shields or have barrier screens placed
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://jja.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For driving schools



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Implement a reservation system for those who wish to use pick-up and drop-off services and manage the number who can come on board
- Keep the number of people in the vehicle during lessons as low as possible, and keep several windows wide open to keep the vehicle well ventilated when possible
- When elderly drivers are having a practical driving lesson, have the instructor observe from outside the car rather than sit in the car.
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.zensiren.or.jp/>



# COVID-19 Disease Control Measures Check-sheet

For restaurants



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Take measures such as serving food individually rather than on large plates and/or having staff serve portions
- To prevent crowding by the register, have a system for customers to wait in line and/or leave the bill on customers' tables
- Avoid placing customers on tables with strangers and take measures such keeping televisions off to shorten the amount of time customers spend at the facility.
- When taking an order, keep a distance from customers to the extent possible, for example by standing to their side
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.jfnet.or.jp/contents/safety/>



# COVID-19 Disease Control Measures Check-sheet

For *izakaya* bars



新型コロナウイルス  
感染拡大防止中

東京都

## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Take measures such as serving food individually rather than on large plates and/or having staff serve portions
- Inform customers to refrain from sharing glasses or sake cups
- To prevent crowding by the register, have a system for customers to wait in line and/or leave the bill on customers' tables
- When leading customers to be seated, avoid placing them on tables with other groups
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<http://www.jfnet.or.jp/contents/safety/>





# COVID-19 Disease Control Measures Check-sheet

For events



## 1. Cleanliness and the use of masks

- Place notices requesting all customers to wear a mask (endeavor to provide a mask to customers who do not have one)
- Place hand sanitizer and/or disinfectant within the facility, and notify staff and customers to wash/disinfect their hands thoroughly
- Ensure good hygiene - e.g., stop the use of shared towels and wash uniforms thoroughly

## 2. Social distancing (maintaining a 2m distance)

- Avoid crowding with measures such as managing lines, placing markers on the floor to indicate where to stand, and implementing an online ticket system for entry
- Arrange seating to ensure sufficient space between customers (and staff), and notify people not to speak in a loud voice
- Place shields/barriers in places where people are likely to come face-to-face, and lower chances for contact, for example by allowing cashless payments

## 3. Avoid the 3 Cs (closed spaces, crowded places and close-contact settings)

- If the 3 Cs are likely, use numbered entry ticket systems or place restrictions on entry times/how many people can enter the facility
- Periodically ventilate rooms by opening doors and windows and/or placing fans blowing outwards
- Keep staff breaks rooms well ventilated and prevent eating or conversing face-to-face

## 4. Cleaning and disinfecting facilities

- Reduce the amount of objects and places that many people touch, and disinfect them thoroughly where that is difficult
- Notify people to throw used masks away by putting them in a plastic bag and shutting it tightly
- Ensure employees mask and gloves when cleaning or disposing of rubbish, and ensure they wash their hands thoroughly

## 5. Monitoring staff and customers' health

- Request customers who have a fever not to enter the premises.
- Check employees' health and temperature before they come to work through daily reporting
- Urge employees who are unwell to rest, and send home people who start feeling unwell at work immediately
- Prepare for cases of infection by knowing the local health center and having a grasp on who is coming to the premises

## 6. Industry-specific guidelines

- Inform customers beforehand not to speak, sing or cheer with a loud voice
- Place notices around the facility and make announcements informing customers of the rules they need to comply with while in the facility
- Refer to guidelines from industry-groups to implement measures in addition to those listed above

<https://www.japan-sports.or.jp/>

