

Attention to all users regarding the use of Toyota City International Association
based on the "new lifestyle (guideline)" in relation to the new coronavirus:

The Toyota International Association has revised part of the new protocols created on May 19, 2020, as regards to the restrictions attached to holding events, based on the mitigation guideline set by Aichi Prefecture, and will take preventive measures against the spread of the coronavirus infection employing the following policy effective **July 22**. Thank you all for your cooperation.

● **Basic policy: "Do not get infected by the virus, do not spread it, and protect yourself."**

- Please wear a mask and disinfect your hands when entering and leaving the building. Also, please bring a handkerchief with you.
- Avoid the three Cs: Confined spaces (with poor ventilation), Crowded places (with many people nearby), and Close contact (with people outside of your family).

● **In relation to our infection prevention measures**

1. Preventive measures

- Wearing a mask when entering the building: If you don't have a mask, there is a simple mask kit in front of the elevator hall. Please make one yourself and wear it.
- Please disinfect your hands when entering and leaving the premises.
- We ask the users to disinfect the chair, desk, whiteboard, etc., after each use (please contact the program organizer, or a TIA staff for the disinfectant to be used).
- Parents, etc., who are waiting for their children should wait in the car or at home to avoid crowding the premises.
- We will continue to make our equipment available for use (whiteboard markers, etc.), but if you are worried, please bring your own.

2. Regarding the capacity of each venue

- The maximum number of people to use each room is now 1/4 the regular (see details).

Toyota Global Square: 60 people (30 on the screen side and 30 on the library side)

Volunteer Rooms 1 and 2, and the library: 10 people each

Consultation room: 8

Meeting Room 32: 40 people

Meeting Room 33: 20 people

Meeting Room 34: 30 people

*Meeting Room 31: not available for use

• Regarding the use of the facility

- Please separate the seats by at least 1 meter.
- Please make sure there is no direct or indirect contact.
- It is recommended to use the rooms with the windows and doors open, but when using air conditioning, please ventilate for 5 minutes every hour.

- If you have the following symptoms, you will not be allowed to use the facilities:

Those with a fever

Those with the symptoms of a cold (fever, runny nose, sore throat)

Those who have visited a country or region within the last two weeks, where the Japanese government has placed a travel restriction and an observation period after entry.

Those who have close contact with individuals who have recently returned from countries restricted by the Japanese government

• Other

- Please contact the organizer or a TIA staff in case of any problems not mentioned in this guideline.
- This guideline shall be applied as of **July 22**, 2020, for the time being.