

COVID-19 Infection Prevention Checklist for Rental of Facilities at Murin-an

Date:

(Addressee) Murin-an Management Office

Rental Applicant

Address:

Name:

Telephone Number:

To prevent mass infection by COVID-19, please obey the following checklist items for rentals of Murin-an's facilities at the present time. Facility rental may be refused in the event that the renter is unable to adhere to the conditions on this list.

Regarding Rental of Murin-an's Facilities on Date of \_\_\_\_\_

Submit form after inserting checkmarks for each box below and filling in any other necessary items.

- Ventilate the room periodically by taking steps such as opening windows. (When opening windows, make sure to open them fully for several minutes at least every thirty minutes.)
- Secure physical distance (arm's length or more) between participants so that they are not crowded together.
- Aim for a number of participants of about half of maximum capacity (maximum capacity is 20 people for the main building's second floor and 6 people for the teahouse.)
- Wear masks and keep speaking to a minimum in order to prevent droplet infection. Acts such as shouting, singing and cheering should also be avoided.
- The following items must be confirmed with all participants prior to the rental. Any participant for whom any item applies should refrain from participating.
  - Those who have returned from overseas trips within the last 14 days.
  - Those who have traveled within the last 14 days to areas where COVID-19 is spreading.
  - Those with even mild fevers or cold symptoms (cough, runny nose, etc.) or who feel unwell.
- To prepare for an instance of mass infection, write down participants' names, addresses and contact information so that they can be tracked (handle personal information with due care).
- Entry fees should be paid in a single payment by a representative of your group.

Information below to be filled in by Murin-an Management Office

(Receipt date)

(Recipient) Murin-an Management Office

(form created on May 21, 2020)