

To all those residing in and operating
businesses in Kyoto Prefecture

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1 Take care not to become infected, and not to infect others!

- Most of infections take place via droplet infection where the virus enters mainly through the nose and mouth. You should wear a mask properly and tightly, covering both the nose and the mouth.
- Thorough prevention infection measures should be taken, the fundamentals being washing your hands, secure social distances and avoiding areas with the 3Cs
- In order to reduce the chances of close contact between individuals, please also be careful about outdoor activities, such as the attending of various events.
- Be cautious when going to work or school and do not talk when you are on any form of public transport.
- If you have symptoms such as a fever, cough, sore throat, or shortness of breath, you should not go to work or school, and you should immediately consult with your doctor.
- Please cooperate with the “Kyoto Manners” when eating and drinking.

2 Infection prevention measures at the workplace

- Aim to reduce the number of employees present by 70% through utilizing teleworking
- Aim to reduce contact with other people in all aspects through methods such as staggered working hours and carrying out online meetings
- Enforce diligent ventilation by "visualizing" the CO2 concentration by installing CO2 sensors.
- Properly take measures to prevent infections at the workplace, such as the installation of acrylic partitions
- Please undertake thorough infection prevention measures for offices, rest spaces and locker rooms.

3 How to avoid spreading the infection at home

- Regularly check your temperature when you wake up, you should also check your temperature if you develop any symptoms or if you are feeling unwell.
- Wash your hands with soap and running water when you come home, and thoroughly clean your hands and each finger with alcohol-based disinfectant.
- Frequently wipe clean shared surfaces that are touched by hands such as door handles, light switches, etc.
- Frequently ventilate rooms, including shared spaces, by opening windows and doors.