



Special Precautions to Protect our Guests and our Staff from COVID-19



It is our priority to make our guests' training and stay with us effective and safe even under the global COVID-19 pandemic. Hiroshima International Center (HIC) is currently taking following special safety measures to protect our guests and staff from the pandemic.

1. Hiroshima International Plaza (HIP)

- Hand sanitizers are located throughout the HIP. (e.g. lobby, front desk, entrances of the library, gymnasium, and restaurant) 
- Vinyl curtains and money trays are installed and placed at some areas (e.g. front desk, library) to minimize direct contact between our guests and staff.
- Facemasks are worn by our staff at all times and face shields if necessary.
- High contact areas (e.g. door knobs, hand rails) are disinfected regularly. Rental equipment including sporting gear are also frequently sanitized.
- Hand dryers in the restroom are not in use. 
- Seating layout as/chairs in the public area has been changed to avoid being close-contact setting.
- Windows and doors are frequently open besides ventilators are operated at all times in order to avoid closed spaces.



2. During Training Program

2-1 To our Trainees and Guests

- Body temperatures will be checked upon arrival.
- Physical conditions will be monitored during the stay. (e.g. Every day before the program starts, physical conditions of our trainees will be checked.)
- Information on how to prevent infection will be provided during the program (e.g. at the orientation session), additionally the notice will be posted at the accommodation areas to raise the awareness and remind the prevention measures.
- In case of having cold-like symptoms or high fever, you will be requested to isolate yourself and refrain from attending the program. We consult medical professionals and public health authorities if necessary.

2-2 Indoor Activity and Training

(Training room / Lecture room)

- We avoid 3Cs (Closed spaces, Crowded places, and Close-contact settings) to avoid risks. Giving no less than 1-meter distance between seats, each training room accommodates only half of the regular seating capacity. Doors and windows of the rooms are being left open repeatedly in addition to the constant airing by ventilators.

- Both lecturers and trainees are required to wear facemasks at all times.
- Equipment used for the lectures or cultural activities are sanitized regularly.

(Information Center and Library)

- Hand sanitizers are located at the reception desk. Doors and windows of the rooms are being left open regularly in addition to the constant airing by ventilators.



- The spaces between seats are maintained to no less than 2 meters and the seating capacity is limited.



2-3 Field Trip and Outdoor Training Activity

- Using public transportation for our programs will be principally avoided. However, when the public transport has to be used, wearing facemask will be strongly required.
- The prevention measure practiced by the other facilities or organizations we visit will be followed along with our basic prevention precautions.

2-4 The following Interactive Activities are temporally suspended;

- Discussion activities with Japanese training partners (including university students) for Japanese classes
- Discussion program with student volunteers for Peace study
- Cultural experience with cooking or eating/drinking activities
- Homestay and Home-visits Program
- Exhibitions at lobby ● Mini-concerts at the restaurant
- World Cooking classes
- Events at the library
- School visits by sending our trainees to give lectures

3. Other HIP Facilities

3-1 Guest Rooms

- All frequently contact areas (e.g. door knob, remote controller) are sanitized with the alcohol for disinfection during the room cleaning.

3-2 Restaurant

- Hand sanitizers and a hand washing bowl are located at the entrance.
- Seating capacity is limited to half of the regular seating. An Acrylic panel is placed for each table.
- Entrance door is kept open during the operating hours.
- Sneeze guards are placed over buffet station areas. Disposal hand gloves shall be worn when using tongs. Tongs are cleaned and replaced regularly.



4. Our Staff

- All staff are required to avoid coming to work if unwell.
- All staff are required to wear facemasks at all times and practice frequent hands sanitizing protocol and social distancing.

5. Others: Requests to local guests and visitors

- We request the guests who have fever and cold-like symptoms to refrain from using our facility.
- We also request all our guests and visitors to wear facemasks whenever using our facility. (It can be exempted when there is a risk of heatstroke.)
- We also encourage constant hand-sanitising to our guests (e.g. before entering HIP, during activities) as well as maintaining social distancing.
- Some of our rental services to the visitors or users have been suspended. (e.g. Visitors can borrow/return books but are currently permitted to stay in the library no more than one hour.)