

June 1, 2020

Mori Building Co., Ltd.
Academyhills Division
Forum Group

Our COVID-19 Countermeasures

Dear customers,

Thank you for your continued support of Roppongi Academyhills and Toramonon Hills Forum. In light of the Japanese government lifting the state of emergency and in line with the roadmap announced by the Tokyo Metropolitan Government, as of June 1, we are beginning to resume activities at both facilities. Below are the measures we are taking and our requests to you based on the recommendations of the Cabinet's Novel Coronavirus Expert Meeting.

We ask for your understanding and cooperation.

Facility Countermeasures

- Applying antiviral coating to high-contact areas such as conference room walls, doorknobs, bathrooms and appliances to prevent transmission.
- Disinfecting appliances and equipment before providing them to customers for use.
- Installing acrylic boards at reception to prevent droplet infection.
- Providing hand disinfectant stands throughout our facilities.
- Requiring our staff to wear masks.
- Limiting elevator usage to eight passengers at a time.
- Improving ventilation by letting in more air from outside than usual.

Requests to Customers

- Please wear a mask.
- Keep physical distance in mind when configuring rooms.
- Maintain physical distance in queues for reception, lunches, etc.
- Avoid attending if you saw a doctor or took medicine for fever or cold symptoms within the last two weeks.
- Ask attendees about their health, check for symptoms and take their temperatures at reception.
- Do not allow guests with high temperatures (generally 37.5°C or higher) to attend.
- Remind guests to regularly wash and disinfect their hands.
- Take thorough measures to prevent droplet infection.
- As much as possible, keep room doors open and ventilate.