

# Guidance for creating an acceptance manual for athletes in host towns

November 2020

Cabinet Secretariat Olympic/Paralympic Promotion Headquarters Secretariat

## Introduction

### (1) Coronavirus countermeasures

All stakeholders are working together to prepare to host the Tokyo 2020 Olympic and Paralympic Games as proof that we have overcome the novel coronavirus, and to showcase to the world our progress with reconstruction efforts in the areas affected by the Great East Japan Earthquake of 2011.

The infection prevention measures are particularly essential from the perspective of ensuring a safe and secure Olympic and Paralympic Games by protecting both athletes and local residents from infectious disease.

### (2) Implementation of host town exchanges

In order to promote regional revitalization, the Tokyo Olympic and Paralympic Games will create the opportunity for athletes and visitors to visit local host towns, where we will aim to promote human, economic and cultural exchanges with the participating countries and regions through the attraction of the pre-Games training camps (Tokyo Olympic Games “Basic Policy” Cabinet Decision on November 27, 2015). It’s the first initiative of its kind in the history of the Games, and sees Japanese municipalities, countries and regions around the world interacting, and learning through each other.

While certain stakeholders cannot directly interact due to novel coronavirus, exchanges with partner countries and athletes are being carried out online and through social media, and efforts to encourage each other and increase the momentum for the Tokyo 2020 Olympic and Paralympic Games are being held throughout Japan.

The Tokyo 2020 Games is a valuable opportunity for residents to meet the athletes who will train in their local area, and is also a great chance to showcase the natural environment, the culture and food of various Japanese regions to the rest of the world through the athletes and other members of the delegation. It is important to maintain a long-lasting connection and legacy, even after the Games

come to a close, and to achieve this, we must hold a safe and secure Games that focus on prevention measures as well as promoting cross cultural exchange that further deepen the bond between each host town and the partner countries and regions.

## 1. Basic matters

- Itineraries of the athletes and other members of the delegation should specify the followings.
  - Destinations and accommodations - hotels, training facilities, etc.
  - The route of travel - entry into Japan - host towns, etc. - Olympic & Paralympic Village, etc. (reverse-order after the tournament)
- Basic rules for infection prevention that athletes, their delegations, and the municipalities must comply with.

For example:

- Avoiding the Three Cs (confined and enclosed spaces, crowded places, close-contact settings)
  - Ensure an appropriate social distancing
  - Wearing a mask
  - Hand-washing, disinfection
  - Thorough ventilation of indoor areas
  - Preventative measures for airborne infection
  - Thorough physical condition management (measure temperature and record physical condition during their stay and two weeks before/after their stay)
- Establish restrictions and behavior rules regarding accommodation, business destinations and means of transportation for all athletes.
  - For para-athletes, give necessary consideration according to the type of impairment.

For example:

- Pay close attention to the health management of the athletes.
- Disinfect the parts that will be touched by users of wheelchairs, canes and prosthetics at all times.
- Be sure to disinfect their hands after confirming what the athletes with visual impairments touched.
- Provide easy-to-use disinfection measures for para-athletes (e.g. installation locations and height of disinfectants etc.).
- Provide disinfection method according to the equipment used such as wheelchairs (e.g. provide disinfectant solutions, disinfectant sheets and paper towels according to the material of the tools).

- Require accompanying staff to wear a mask and gloves and wash and disinfect their hands and fingers when touching the athletes.
- For media personnel, establish rules to avoid close contact with athletes using partition panel, etc. while keeping a safe social distance.
- \* During the athletes' stay at the host towns for the 14 days after entering Japan, the accepting municipalities have certain responsibilities for example managing the of athletes.

Roles of prefectures and country – for reference.

Prefectures:

The prefectures shall prepare a support system for the host towns and implement the following duties to prevent the spread of the novel coronavirus within the area during the promotion of exchange activities between the host towns and athletes.

For example:

- Provide advice for creating a manual in the host towns.
- Provide advice for preparations to accept athletes.
- Response to inspections for athletes and local government officials who are expected to have a certain amount of contact with the athletes.
- Epidemiological surveys such as identification/inspection of those suspected with having symptoms and close contact persons.
- Provide medical care and secure a system for those who have tested positive.

Country:

In addition to providing advice pertaining to the creation of the manual, implement support such as setting up consultation windows at the host towns.

2. Main measures in each situation (unless otherwise specified, those are applicable to pre-Games training camps)

(1) Travel

### ① Outside the host town

- As a general rule, the athletes and attendants of the municipalities shall travel with dedicated vehicles (chartered bus, chauffeur - hired cars, etc.).
- However, when unavoidable, such as if the host town is far away, public transportation (airplanes, bullet trains, etc.) can be used to a limited extent (in this case, the attendance by the municipalities is required).

In this case, avoid contact with the general public and take measures to ensure social distancing.

For example:

- Use dedicated routes for athletes at stations and airports.
  - Secure open seats between the athletes and other passengers - keep the two rows in front and back open and secure a distance of over 1m with other passengers.
  - Arrange a dedicated carriage (by buying all the seats of one carriage of the train).
- Avoid using facilities (e.g., shops) other than the restrooms in rest areas, stations and airports.

### ② Within the host town

- As a general rule, when traveling within the host towns, use a dedicated vehicle. When traveling on foot, make sure everyone is wearing a mask, avoid talking loudly and ensure social distancing with local residents.

## (2) Accommodation

- Take measures to avoid contact with anyone outside the team/delegation.

For example:

- Rent out each building of the accommodation facility for the team, rent out by floor or clearly separate the zone from other guests.
  - Avoid using shared facilities (lobby, public bath, bar, shared restrooms, etc.).
- The rooms should be private rooms where possible. However the use of shared rooms is permissible after taking infection prevention measures.
  - Avoid contact with other guests during meals and use a dedicated venue in the

accommodation or take meals in your own room (for specific measures, refer to (3) Meals, below)

### (3) Meals

- Avoid contact with other guests and use a private room. For lunch, provide boxed meals at the training venue.
- When the athletes choose their own dishes (e.g. buffet style), the dishes should be individually served after the kitchen staff undertake thorough infection prevention measures. If necessary, portions may be made in advance and divided between athletes.
- When using boxed meals, make sure the distributors wash and disinfect their hands and throw away any trash on your own.
- It is important to provide as meals that are as similar to the "Olympic & Paralympic Village" as possible by referring to the procurement standards and food and beverage provision strategies of the organising committee. Host cities are required to serve meals that enable athletes to perform to their best, as well as support their nutritional needs. We will also devise ways for athletes to enjoy the local food culture by using local ingredients of the host towns.

### (4) Training

- Reserve the practice venue and do not allow anyone other than authorized personnel to enter. When sharing with multiple countries and regions, make a usage agreement in advance between the parties and share information about coronavirus countermeasures.
- In addition to conducting thorough disinfection of facilities, take measures against airborne infection by installing acrylic partition, etc.
- In indoor facilities, ensure thorough ventilation by using ventilation equipment and opening entrances and exits, and avoid the three C's (closed spaces with poor ventilation, crowded places, close contact situations) including restrictions on visitors.
- Avoid practice matches against local residents. Implementation of necessary

epidemic countermeasures for to be determined separately.

- For the measures against infectious diseases specific to the competitions, the measures and guidelines for relevant tournament operation should be referred and appropriate measures should be taken.

#### (5) Host town exchanges

##### ① Before coming to Japan to participate in the Tokyo Olympic and Paralympic

Games:

- Create an environment where residents can learn about the history, culture, foods, language and national anthems of the partner countries and regions.
- Conduct exchange activities associated with the Olympic and Paralympic Games using the Tokyo Olympic preparation tracks for athletes.
- Deepen exchanges between residents and athletes of the partner countries and regions via online platforms.

##### ② After entering Japan - Before participating in the Tokyo Olympic and Paralympic

Games

- Exchanges where there is no direct contact with athletes will be allowed.  
For example:
  - Public practice session - ensure sufficient distance between athletes and visitors and do not allow direct physical contact.
  - Support and encouragement with creative ideas such as national flags, banners, and applause while considering infection countermeasures.
  - Streaming practices online, remote dialog with athletes.
- Establish rules on a case by case basis according to the exchange content for exchange activities conducted within the 14 days after entering Japan.

##### ③ After participating in the Tokyo Olympic and Paralympic Games - Before returning home

- For athletes who finished their competition and have been in Japan for more

than 14 days, exchanges shall be implemented depending on the needs of each host town after taking into account infection countermeasures. These countermeasures will be implemented according to the “new normal” - assuming no special restrictions are imposed on immigration control or tournament management at the time.

As exchanges opportunities before the tournament are limited, we recommend conducting exchanges after the tournament.

Precautions by type:

A. Activities without contact between athletes and local residents (visits to public practice sessions, lectures, etc.).

→ Thorough implementation of basic infection countermeasures.

B. Activities where contact and approaches can be avoided by separating time and area

(visits to memorial halls, festivals, shopping, walks, etc.)

→ Stagger times (utilization outside business hours, etc.) cordon off areas used by athletes.

C. Activities where physical contact, approaches and sharing of equipment can occur.

(try-it-yourself sport experience, participation in festivals, calligraphy experience, autograph sessions, etc.)

→ Examine all points of contact to avoid infection risks (physical contact, sharing of equipment, etc.)

D. Activities that involve food and beverages (making soba or rice balls, tea ceremony experience, school lunch exchanges, etc.)

→ Limit conversations and ensure social distancing.

#### ④After returning home

- Learn from the results of ①-③ to further maintain and develop exchanges.

### 3. Health and behavioral management of athletes (14 days after entering Japan)

- During the athletes' stay, the municipalities shall inform them that they are required to record their health status, disclose those they have had close-contact with, and also information on their whereabouts.



- Athletes are allowed only to travel between their business destinations (competition venues, practice venues, etc.) and accommodation location (meals are also to be only taken at these locations).

#### 4. Coronavirus Tests

- The necessary tests for the following persons should be conducted:
  - Athletes staying in host towns.
  - Authorized personnel of host towns who are expected to have contact with athletes, etc.(Implementing entities, specific inspection targets, methods and frequencies are specified separately).
- The inspection results of the athletes with authorized personnel of public health centers and organising committees should be shared immediately.  
(Details will be determined separately).

#### 5. Response in the event of suspected infections

- The host towns shall cooperate with the prefectures and public health centers and determine the response flow in the event that a person has become infected. Must also inform authorized personnel and other athletes.
- If a person becomes infected, the municipalities should follow the proceeding course of action - consult and contact public health centers or medical facilities to cooperate with examination, testing, hospitalisation and transportation of the infected. Must then identify those who have come into close contact with them.
- The municipalities should prepare multilingual support (secure interpreters, use translation apps and devices).

#### 6. Coordination and communication system with authorized personnel (particularly medical/health-related)

- The municipalities of the host towns should build a collaborative relationship with

the prefectures, public health centers and medical facilities, etc. Implementing necessary measures should be done with the cooperation of these authorized personnel.

- The municipalities should consult authorities in advance about the testing methods for novel coronavirus, secure consultation areas for suspected cases and develop appropriate response if a person tests positive.
- The municipalities should share necessary information and collaborate with the Organising Committee for Measures Against Infectious Diseases (tentative name), etc. (refer to the 4th Coordinating Meeting Materials) that will monitor the health status of the athletes and share information and liaison /coordinate when a person tests positive.

(The details will be determined separately based on findings from the Center for Disease Control and Prevention).