

Guidance for creating an acceptance manual for athletes in Host Towns

[4th Revision]

First Edition: November 2020, Revised Edition: April / June / August 2021
Cabinet Secretariat Olympic/Paralympic Promotion Headquarters Secretariat

Introduction

(1) Coronavirus countermeasures

With less than 100 days to the Tokyo 2020 Olympic and Paralympic Games, all stakeholders are working together to prepare to receive athletes at each Host Town and pre-Games training camp (hereinafter referred to as the “Host Towns”).

The infection prevention measures are essential from the perspective of ensuring a safe and secure Olympic and Paralympic Games by protecting both athletes and local residents of the Host Towns from infectious disease. Particularly with the emergence and spread of coronavirus variants since the end of last year, all possible measures must be taken.

(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 the 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 the 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 following.
 - 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 municipalities of the Host Towns must comply with.

For example:

- Avoiding the Three Cs (confined and enclosed spaces, crowded places, close-contact settings)
- Ensure appropriate social distancing
- Wearing a mask
- Hand-washing, disinfection
- Thorough ventilation of indoor areas
- Preventative measures for airborne infection (Placing acrylic shields, etc.)
- 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 methods 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 panels, 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, the implementation of behavior rules for 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 or other interaction with the athletes.
- Epidemiological surveys such as identification/inspection of those suspected with having symptoms and close contact persons (includes individuals associated with persons who test positive at the airport quarantine station).
- 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 Towns

- As a general rule, the athletes and attendants of the municipalities shall not use public transportation, and shall travel using dedicated vehicles (chartered bus, reserved bullet train car, chauffeur - hired cars, chartered vessel, etc.).
- However, when unavoidable, such as if the Host Towns are far away, chartered planes shall be used. If this option is unfeasible, experts shall first be consulted so as regular flights can be used under the conditions that (i) a section of the cabin is cornered off as to be separated from other passengers, (ii) boarding and disembarking times are adjusted and distance away from other passengers is maintained, and (iii) tests are conducted one day prior to or on the day of departure. (In this case, the attendance by the municipalities is required).
- As a means of social distancing, avoid coming into contact with a large number of unspecified persons at rest areas, stations and airports by using different timings and routes, avoiding the use of facilities (e.g., shops) other than restrooms, etc.
- When traveling by bus, take measures to prevent people from coming into close contact through actions including ensuring ventilation, establishing partitions by using curtains, maintaining space between seats, etc., wearing masks on the bus as a general rule (except during meals), and staggering meal times. Practice utmost caution, such as making sure the driver and persons attending athletes do not use the same toilets as athletes on the bus. Take the same infection prevention measures on other types of transportation.

② Within the Host Towns

- 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, but the use of shared rooms is permissible after taking infection prevention measures. However, the number of persons sharing a room must be kept to a minimum, and large rooms such as Japanese-style guestrooms cannot be shared by a large number of people. If one of the persons in a shared room is infected, as a general rule all other persons sharing that room will be treated as close contacts.
 - 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 below to (3) Meals)

(3) Meals

- Avoid contact with other guests and use a private room. Organize meals as necessary such as catering and boxed meals.
- 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.
- Meals eaten in groups should be eaten in silence.
- When using boxed meals, make sure the distributors wash and disinfect their hands and trash is thrown away individually.
- It is important to provide 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 between multiple countries and regions, make a usage agreement in advance between the parties and share information about infection countermeasures.
- In addition to conducting thorough disinfection of facilities, take measures against airborne infection by installing acrylic partitions, 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. If held, necessary infection countermeasures are 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 to 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.
- Deepen exchanges between residents and athletes of the partner countries and regions via online platforms.

② After entering Japan - Before participating in the Tokyo 2020 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 athletes from the perspectives of immigration control or Games management at the time.

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

The question of holding an exchange during the period that pre-Games exchanges are limited should be flexibly determined by considering the state of infections in the various regions at that time. In that case, take the utmost infection prevention measures when holding the exchange, such as appropriately controlling the number of participants and avoiding as much as possible plans that include eating and drinking.

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 coming into contact and being approached by is avoidable by separating times and routes.
(visits to memorial halls, festivals, shopping, walks, etc.)
→ Stagger times (utilization outside business hours, etc.), separate routes.
- 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.

④ After 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)

- Athletes and related staff should be asked to thoroughly manage their health and behavior starting 14 days before 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 to and from their business destinations (accommodation location, competition venues, practice venues, etc.). (Meals are also to only be taken at these locations).
- Athletes entering Japan on different dates are to avoid coming into contact with one another (if they do come into contact, the validity of the 14 day quarantine will be lost).
- Any authorized personnel of the Host Towns that is constantly attending to these athletes or conducting activities in the same area of the athletes shall manage their actions and maintain their health during this period, as well as report on their health conditions of the 14 days before and after said period. In addition, since persons who accompany or work in the same spaces as athletes and related staff will come and go in and out of the same spaces, they should assume there will be cases of persons testing positive among the athletes and accompanying persons,

and should act consciously at all times so as not to become a close contact.

4. Coronavirus Tests (14 days after entry to Japan, prior to the Games)

- As a general rule, athletes staying in the Host Towns are to be tested on a daily basis.
- As a general rule, any authorized personnel of the Host Towns that may be in regular contact with the athletes are to be tested on a daily basis. Other persons conducting activities at the business destinations of the athletes are to be tested on a regular basis.
- The implementing entities, specific targets, methods and frequencies of the tests will be specified separately.
- The test results of the athletes are to be shared immediately with authorized personnel of public health centers and organising committees.
(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. They 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. They must then identify those who have come into close contact with them. If a positive case occurs, all athletes and related staff must temporarily retire to a private room (remaining in their rooms even for meals) and stop their activities. Persons who are not close contacts and have retested negative may resume their activities.
- If an athlete or related staff test positive at the airport quarantine station, the Secretariat of the Headquarters for the Promotion of the Tokyo Olympic and Paralympic Games will separate persons who potentially had close contact on

the airplane from the others at the airport of entry, based on information regarding airplane seating that is given by the athletes and related staff. In addition, the potential close contacts on the airplane will be transported by chartered bus to the Host Town or a temporary overnight facility designated by the Secretariat (as a general rule, in the case of a distant Host Town that requires 5 or more hours of travel), while the others will be transported to the Host Town by the scheduled means of transportation.

In this case, after arriving at the Host Town or temporary overnight facility, all athletes and related staff must stay in a private room until close contacts have been identified and retesting is concluded. Furthermore, the identification of close contacts associated with athletes and related staff staying at the temporary overnight facility will be carried out by the public health center responsible for the area where the Host Town is located.

- 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. In addition, necessary measures must be considered and implemented with the cooperation of these associated personnel while sharing information such as team dates of entry.
- In particular, the municipalities should hold discussions in advance on testing methods for the novel coronavirus, securing consultation/examination areas for suspected cases, and developing appropriate responses if a person tests positive, as well as envision specific situations and clarify various roles. They should refer to information such as examples at other Host Towns as necessary.
- The municipalities should share necessary information and collaborate with the Tokyo 2020 Games Health and Hygiene Support Tokyo Base, and the Center for

Disease Control and Prevention.

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