

**FEI COMMUNICATION III
COVID-19 Counter Measures
PRE-TRAVEL CHECKLIST & ENTERING JAPAN**

Dear FEI delegation members at the Tokyo 2020 Paralympic Games,

Please read this document in conjunction with our previous Communications and the other information published on the FEI Covid Liaison Officer Hub in the FEI website [here](#). Please check this information regularly for updates. A FAQ is also available.

If after reading you need help or clarifications, please contact us at covid.tokyo.paralympics@fei.org.

Kind regards,

The FEI Covid Liaison Officer team for the Tokyo 2020 Paralympic Games

Table of Contents

1. Your pre-travel action checklist	2
2. What happens when arriving in Japan	3
ANNEX I – OCHA APP INSTRUCTIONS & GUIDANCE.....	5

1. Your pre-travel action checklist

Note: the checklist below summarises the actions that must be completed before you fly to Japan and reflects the requirements imposed by the government of Japan. Failure to comply may result in being denied boarding your plane or entering in Japan. Please follow in detail all the instructions provided below and in the documents referenced. Contact us if unsure.

- Read the Playbook and make sure you understand all the rules. If you have questions, please contact us.
- If you need to bring medication for personal use into Japan: [comply with Japan's law](#).
- Monitor your health for 14 days before arrival in Japan, including:
 - Taking your temperature daily
 - Proactively monitoring for any Covid-19 symptoms
- Get a smartphone with iOS 13.5 and Android 6.0 version and above.
- Download the OCHA and COCOA apps on the smartphone (NB: COCOA will not be used until your arrival in Japan, but you must download it before travelling).
- Register in OCHA and complete the "Before You Travel" process by entering all required data (including your health information). Refer to Annex I in this document for details.
- Complete your pre-travel tests exactly as explained in our [Communication II](#) published on the [Covid Liaison Officer Paralympics pages of the FEI's website](#). Make sure that the tests are taken within the required time window (contact us if in doubt).

If using self-testing Meenta kits, follow the instructions carefully and check [this video](#) before taking your test.

If not using Meenta self-testing kits make sure the test result certificate is based on the [template designed by Japan's government](#). If the template is not used, the certificate MUST include all the information listed in Communication II. Please note that Tokyo 2020 has informed us that a number of people in Olympic delegations have been denied plane boarding/entry in Japan for failing to meet this requirement.

- Upload in OCHA your negative Covid-19 test result taken within 72 hours of departure to Japan.
- Check that OCHA has generated a Quarantine QR code (this happens when all required data as mentioned above has been entered). You will show the Quarantine QR code to the airline staff when boarding the plane, and to the airport officials during the arrival process once in Japan (see section 2 below for details).
- Take screen shots of the Quarantine QR code and the negative 72 hours Covid-19 test result, and keep them in your phone so you have them readily available

once at the airport in Japan in case the OCHA app stalls. These documents must be presented at every step of the arrival process (see section 2 below for details).

- Print out copies of:
 - Any Covid-19 relevant medical information (for example and as applicable: vaccination status; prior positive Covid-19 test results - including antibody tests, medical records related to any condition that increases your risk of a severe Covid-19 infection).
 - All your pre-travel Covid-19 tests results.
 - (if applicable) any permit to bring personal medication into Japan.
- Pack in your hand luggage, ready to show at the airport:
 - Passport
 - Pre-Valid Card (PVC (PIAC))
 - Printed copy of the negative COVID-19 test result certificate from a test taken within 72 hours of departure.
 - All COVID-19 relevant medical information as mentioned above
- Keep your smartphone battery charged during the flight so it can be used on arrival

2. What happens when arriving in Japan

- Expect 2-4 hours at the airport in Tokyo for your arrival formalities and Covid-19 testing. Take a snack and a bottle of water with you, but do not eat or drink during the 30 minutes preceding the test, as it's a saliva test.
- After landing, turn on your smartphone and activate the COCOA app.
- Have the following ready to present to the quarantine and immigration authorities:
 - Pre-Valid Card (PVC (PIAC));
 - Negative COVID-19 test certificate from test taken within 72 hours of departure uploaded to OCHA;
 - OCHA Quarantine QR Code;
 - Any other additional documents filled out on the airplane/at the airport;
- Be ready to take a new Covid-19 test.
- The main steps you will go through at the airport on arrival are:

1. Quarantine (using the Quarantine QR code generated in OCHA before travel)

Before the quarantine check, volunteers will verify that you have all required paperwork ready, OCHA downloaded on your phone, etc., after which your paperwork negative Covid-19 test result and quarantine QR code will be checked.

You will also be given additional paperwork to fill in, including a "Health card".

2. Testing step

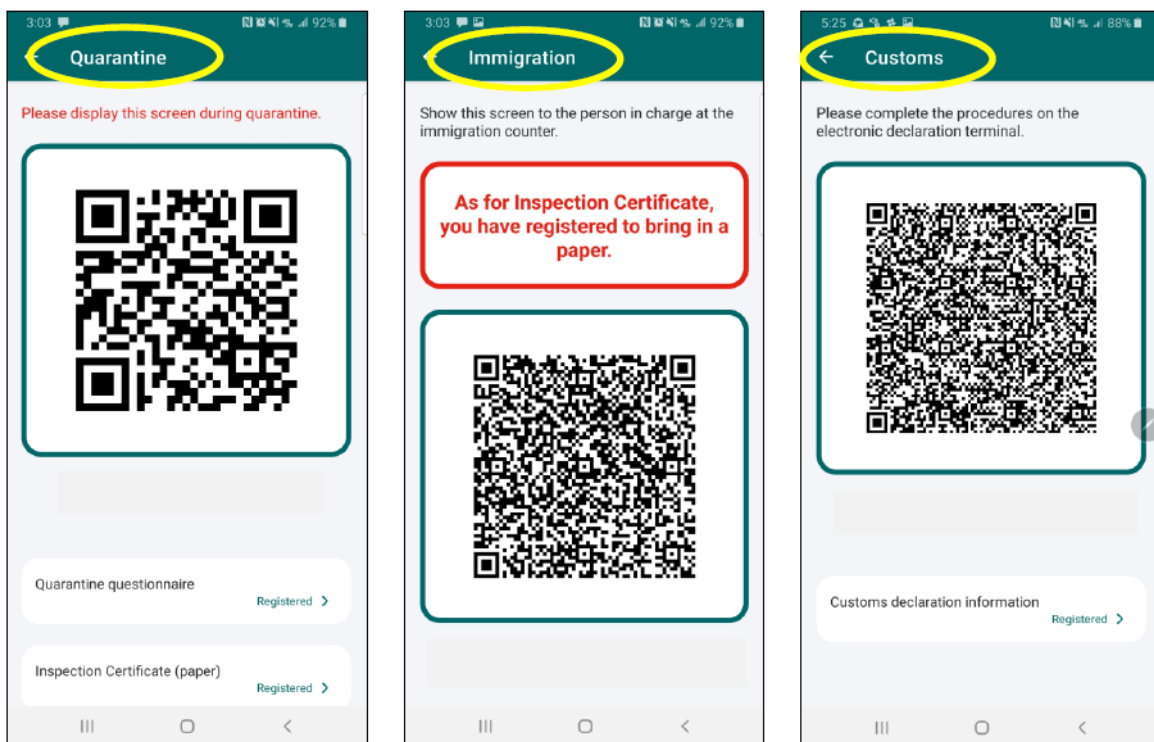
You will be asked to provide a saliva sample and will need to wait for the result before moving to the immigration step. If the result is negative, OCHA will generate the Immigration QR code allowing you to proceed. Take a screenshot, in case OCHA stalls.

If the test result is positive, you must inform your Covid Liaison Officer (CLO) immediately (phone numbers will be available shortly on the [Covid Liaison Officer Paralympics pages of the FEI's website](#)).

3. Immigration (using the QR code generated in OCHA if you test negative for Covid-19 at the airport))

After passing this step, a customs QR code will be available in OCHA. Take a screenshot, just in case.

4. Customs (using the QR code generated in OCHA after the immigration step)



QR Code 1: Quarantine

QR Code 2: Immigration

QR Code 3: Customs

ANNEX I – OCHA APP INSTRUCTIONS & GUIDANCE

To use [OCHA](#), all Games participants must first visit the Tokyo 2020 ICON registration page and complete the required process using a Tokyo 2020 Accreditation number and identification details as used for obtaining a Games Accreditation: <https://infection-control.tokyo2020.org/icon/UserApplication>

The password set in Tokyo 2020 ICON system will be required for the OCHA registration.

Download OCHA from Apple “App Store” / Google “Play Store” onto a smartphone and register before arrival in Japan. If unable to access Google Play Store, please download “apk file” from <https://www.ocha.go.jp/en/apk>.

I. Initiation steps in OCHA

1. You will be asked if you are a Tokyo 2020 Games participant: select ‘Yes’
2. Enter both Accreditation number (7 digit number on your PVC card) and the password set through the Tokyo 2020 ICON registration process
3. Enter immigration information required by the Government of Japan
4. Complete the questions required for the Ministry of Health, Labor and Welfare, including
 - name, nationality, sex, birthdate, passport number, email address
5. Add contact information whilst in Japan - Phone number, name and address of hotel/residence
6. Flight and customs details: date of entry to Japan, flight and seat number
7. Complete health condition information (e.g. did you have any symptoms such as a fever or cough in the past 14 days?)

II. After completing these steps, OCHA will generate a “Quarantine QR Code”

All Games participants must show their OCHA quarantine QR Code to the airport officials on arrival into Japan, together with the negative COVID-19 certificate taken within 72-hours of departure, and according to the requirements of the Japanese government. Certificates may be paper-based or PDFs uploaded in OCHA.

Games participants will use OCHA to generate **three QR codes which** will be used to pass through the main steps of the arrival process as they enter Japan.

1. Quarantine QR code, created once the certificate of the negative test taken within the 72 hours prior to your flight is uploaded in OCHA and the required registration information is entered.
2. Immigration QR code, generated by OCHA after your Covid-19 test at the airport returns a negative result.

3. Customs QR code, generated in OCHA once you pass the quarantine and immigration steps.

III. OCHA user guidance provided by Tokyo 2020



Let's Use OCHA!




We All Need to Use OCHA

As part of the countermeasure procedures for COVID-19, all Tokyo 2020 Olympic and Paralympic Games participants are required to download OCHA (Online Check-in and Health report App) onto their smartphone. OCHA is provided by the Japanese Government and used to input the necessary information to enter Japan and then record their daily health condition after arrival.

OCHA has 2 purposes:

1. To support Quarantine, Immigration and Customs processes (QR codes have replaced the existing paper forms)
2. Health Reporting (daily health reporting)

Getting Started

Please contact your CLO at least **7 days before** your departure if you have any problems, such as:

- you do not have a smartphone
- you are unable to download OCHA
- OCHA does not work on your phone

Your CLO needs to report those who cannot use OCHA or who need a rental smartphone at the airport in Tokyo, **no later than 5 days prior** to departure. To do this they complete the Written Pledge and Smart Phone User Application form and send this to your T2020 CLO Contact.

Quick Download


Before your departure, please install OCHA on your smartphone (recommended to install **7 days before** your departure).

1. Firstly, you will need to set your password to log-in to OCHA on Tokyo 2020 ICON website (<https://infection-control.tokyo2020.org/icon/UserApplication>). You can then log in to OCHA using this password.
2. After OCHA is activated, input the requested information. Once all the information has been added, you will be able to show a QR code. You will need to present the QR code to a person at the airline check-in counter upon departure. When you arrive to Japan, you must show the Quarantine QR code to the quarantine officer and then proceed to the priority lane for Games participants.






Let's Download the OCHA App
<https://www.ocha.go.jp/>





A QR code is a type of barcode that can be read by your smartphone camera.


with iOS 13.5 and Android 6.0 version more



How to use the OCHA App (User Steps)





1 Setup




Initial Download

2 Before You Travel




Input information / upload 72h test certificate

3 Entering Japan




Show your 3 QR codes for Q, I and C

4 At The Games



Daily health condition

5 Leaving Japan



Upload 72h test certificate

- Go to ICON website and log-in to use OIAC/PIAC number and passport number (identification number) etc
- Set password for log-in to OCHA
- Download OCHA on your smartphone
- Agree with Term and Conditions
- Log in using your OIAC/PIAC number and password (An internet connection is required)

- Authenticate OIAC/PIAC and your name
- Select activities plan (Entry procedure into Japan or registering daily health checks)
- Choose a date for your "Schedule of activities"
- Agree with agreement form
- Upload negative COVID-19 test results certificate from the test taken with 72 hours of departure (PDF Only)
- Register necessary information
 - a. Basic information
 - b. Quarantine questionnaire
 - c. Embarkation Disembarkation card
 - d. Custom declaration

You must monitor your health situation for 14 days before departure, but you do not need to enter data into OCHA every day.

Present OCHA Quarantine QR code and your COVID-19 test certificate to the airline staff when you check in at your departure.

- Activate OCHA and connect to internet
- Present Negative COVID-19 test result certificate from 72 hour test (via OCHA) and Quarantine QR code to quarantine officer
- Proceed to do saliva antigen COVID-19 test and wait for result (if receive positive test follow instructions of Japanese authorities)
- Complete quarantine confirmation, then receive Immigration QR code
- Present Immigration QR code to immigration officer
- Present Customs QR code to customs officer

The 3 QR codes have replaced existing paper forms that you would normally submit at each checkpoint.

- Record your daily health condition (if you have any health problem, please report directly to your CLO)
- Show achievement conditions with length of stay after entry to Japan

Further information on how you conduct your health reporting in OCHA will be provided in due course

- Reserve and download inspection / test certificate if necessary (TBD)

From 1st July 2021

To participants entering Japan for

Tokyo Olympic and Paralympic Games

Show the "**Quarantine**" screen of **OCHA** at check-in and to quarantine authorities on arrival

Holders of the Olympic/Paralympic Identity and Accreditation Card (OIAC / PIAC) or a Pre-Valid Card (PVC) (which will be validated into their OIAC/ PIAC) **must show the "Quarantine" screen** with the required information entered of **OCHA** installed in their mobile phones **both to airline staff at check-in and at Japanese quarantine authorities on arrival.**

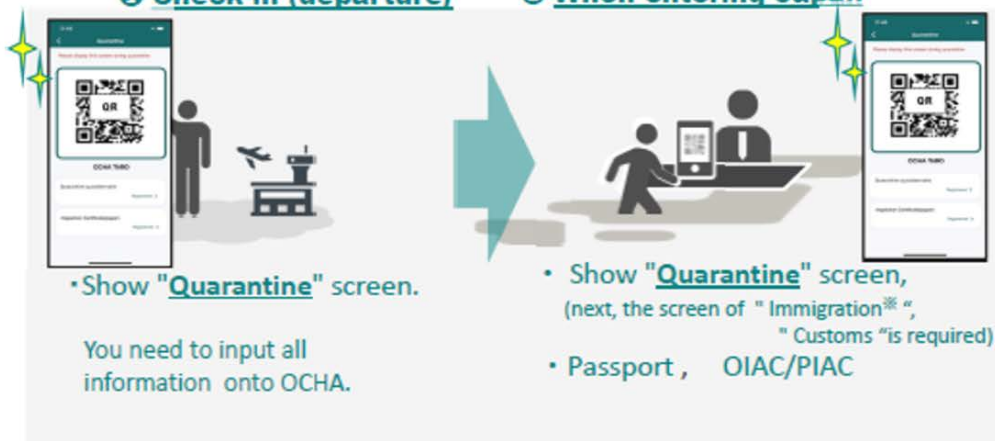
Please input all necessary information onto OCHA before departure.

Flow of OCHA

* An internet connection is necessary for downloading.

① Check-in (departure)

② When entering Japan



※ If you hold OIAC/PIAC/PVC but your mobile phone is not compatible to OCHA, please show the "Written Pledge" delivered by Tokyo Organising Committee of Olympic and Paralympic (Tokyo 2020) instead. You can rent a mobile phone at the arrival airport from Tokyo 2020.

※ In the case you enter Japan with "Written Pledge" / "Prior Consent Form", please show it at check-in and at Japanese quarantine authorities on arrival.

To access **OCHA**, go here:

<https://www.ocha.go.jp/>



Secretariat of the Headquarters for the Tokyo 2020 Olympic and Paralympic Games, Cabinet Secretariat JAPAN

How to use "OCHA"

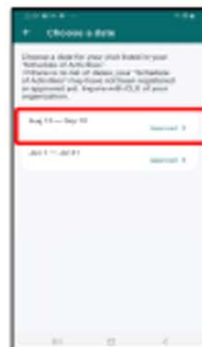
Access to OCHA

<https://www.ocha.go.jp/>



- 1 Enter the "User ID" written on the card provided by Tokyo 2020 and the "Password" set by yourself according to the procedure separately informed by the parties concerned to log in.
- 2 Check "OIA / PIAC number (Registration Number)" etc.

Choose 1. and then a date.



※ If there is no schedule that can be selected on the "Schedule Selector" screen, please contact a COVID-19 liaison officer (CLO) of your organization.

- Confirm a personal consent form
- Register inspection certificate information



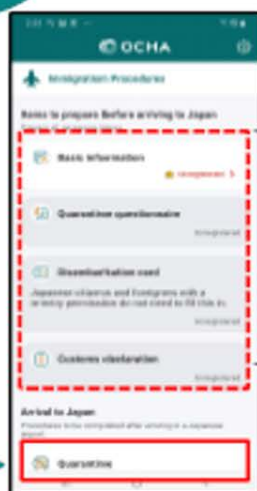
GET "Quarantine" screen



If the required information is not registered, the frame will be displayed in red.

Click "Quarantine"

Input all necessary information



- Basic information
- Quarantine questionnaire
- Disembarkation card
- Customs

Please input all information of "Immigration Procedures" before departure.

※ Please display this both to airline staff at check-in and at Japanese quarantine authorities on arrival. The negative certificate required for entry will also be confirmed.

※ If you have any questions about how to use OCHA, please check the FAQ of the In-app settings.

Have any challenges getting started on OCHA?



Then these steps will be followed:

1. If any Tokyo 2020 Olympic and Paralympic Games participants encounter such issues then please contact your CLO
2. CLO reports issue(s) to ICON Administrator FA (SH Owner FA) via email, using the specified Excel Template form (at least 5 days prior to subject's departure)

OCHA Issue?

