



# GAMES OFFICIALS' GUIDE

## Equestrian



# About this Games Officials' Guide

Published in July 2021, the series of Games Officials' Guides offer a summary of competition-related material about each sport at the Tokyo 2020 Paralympic Games and provide a variety of information aimed at helping International Federations and their technical officials and classifiers plan and prepare for the Games.

All information provided in this Games Officials' Guide was correct at the time of publication, but some details may change prior to the Games so stakeholders are urged to regularly check with Tokyo 2020 IF Services department and the respective Tokyo 2020 competition management teams for the latest updates.

Regarding COVID-19 protocols, updated versions of 'The Playbook International Federations' will be attached to the Games Officials' Guides, and sport-specific COVID-19 countermeasures approved by International Federations and Tokyo 2020 competition management will be made available.

The Games Officials' Guides are designed for internal operational use by Tokyo 2020 stakeholders and should not be publicly shared.

# WELCOME



On behalf of the Tokyo Organising Committee of the Olympic and Paralympic Games, I am delighted to present the Equestrian Games Officials' Guide for the Tokyo 2020 Paralympic Games. We have been working diligently to provide facilities, services and procedures which will allow everyone involved in the Games to safely achieve all three of Tokyo 2020's core concepts: achieving personal bests, unity in diversity, and connecting to tomorrow.

Included is information about:

- processes relating to competition
- key dates and personnel
- competition format and rules
- venue facilities and services, including maps
- information about COVID-19 protocols, heat countermeasures, accreditation, accommodation, Games-time medical services, etc.

This guide was produced in cooperation with International Equestrian Federation (FEI) and IPC Sport, and we trust it will assist you with your planning for the Tokyo 2020 Paralympic Games.

Please rest assured that the Paralympic flame will not go out and will continue to burn in our hearts until the Games this summer.

We look forward to welcoming you all with our famous *omotenashi* (Japanese hospitality) when you arrive in Tokyo in August 2021.

Kind regards,

小谷 実可子

KOTANI Mikako

Sport Director, Tokyo 2020

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# 1. KEY INFORMATION

The Equestrian competition at the Tokyo 2020 Paralympic Games will be held from Thursday 26 August to Monday 30 August 2021 at Equestrian Park in the Heritage Zone. A total of 78 athletes may be qualified and allowed to participate at the Tokyo 2020 Paralympic Games, and 78 horses will be allowed to enter the Paralympic stables. No reserve athletes or horses will be permitted.

## Key dates

2 August 2021	Sport entries final deadline (23:59 Japan Standard Time)
17 August 2021	Paralympic Village and Grooms Accommodation opening Training areas opening
17, 19 and 20 August 2021	Horses arrival
21 August 2021	First Chef d'Equipe - welcome meeting
23 and 25 August 2021	Arena familiarisation (15:00 - 22:00)
24 August 2021	Paralympic Games Opening Ceremony
25 August 2021	First horse inspection
26 August 2021	Start of Equestrian competition
30 August 2021	Second horse inspection
30 August 2021	End of Equestrian competition
2, 3 and 13 September 2021	Horses departure
3 September 2021	Grooms Accommodation closing
5 September 2021	Paralympic Games Closing Ceremony
8 September 2021	Paralympic Village closes

# Arrivals and Departures

## Arrival and Departure Services

The following two airports will be used as the official ports of entry for the Paralympic Games Tokyo 2020:

- Narita International Airport (NRT), Tokyo
- Tokyo (Haneda) International Airport (HND), Tokyo

A full range of services, including accreditation validation, quarantine, dedicated immigration lanes and customs will be available at NRT and HND from 9 August to 8 September 2021. Please note that services will vary depending on the period. Accreditation validation services will be delivered only at the international terminals of HND and at international part of Terminal 1 and 2 in NRT. Arrival transport services will be delivered from 17 August to 8 September 2021 at NRT and HND.

## Services Period

Airport	Airport Services	Transport Services	Accreditation Services
Narita International Airport (NRT)	9 August - 8 September 2021	TBD	11 - 29 August 2021
Tokyo (Haneda) International Airport (HND)	9 August - 8 September 2021	TBD	11 - 29 August 2021



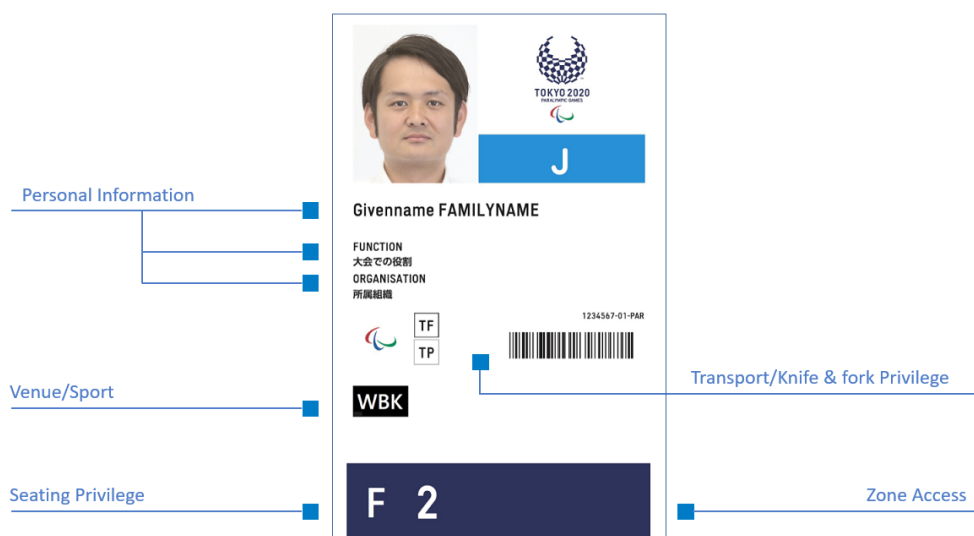
# Accreditation

The Paralympic Identity and Accreditation Card (PIAC) is the official document that identifies each person participating in the Paralympic Games, and ensures they are granted appropriate access to Games venues to fulfil their roles. The accreditation process also ensures that Games participants are granted entry to Japan for the period of the Games.

Before validation, the PIAC is referred to as a Pre-Valid Card (PVC). The Tokyo 2020 Accreditation team will produce PVCs for all technical officials. Accredited delegates will be able to validate their PVC in accordance with the prescribed dates for each sport.

PVC holders may enter Japan (through all ports of entry) multiple times from 23 April to 5 October 2021, upon presentation of their card and the same valid passport that was used in the application for accreditation, without being required a separate entry visa. All accredited persons must comply with any additional entry requirements outlined in The Playbook International Federations.

Individuals using their PVC or PIAC as a visa waiver to enter Japan must ensure their passport is valid for the duration of their stay in Japan, but it is recommended that the passport be valid until at least 31 December 2021. The identity document used to enter Japan must match the information provided on their application for accreditation. Please be noted that only accredited Games participants arriving with their PVC will be entitled to use dedicated or priority lanes at immigration and customs when entering Japan through the official ports of entry and to use only dedicated Games vehicles to access from the airports to each TO hotel.



e.g. Paralympic Identity and Accreditation Card (PIAC) (sample)

## Pre-Valid Card validation

Individuals arriving in Japan on international flights through Terminals 2 and 3 of the Tokyo (Haneda) International Airport (HND) or Terminals 1 and 2 of the Narita International Airport (NRT) will be able to validate their PVCs at the airport from 11 August 2021.

Individuals arriving through other ports of entry should proceed to the appropriate main accreditation centre to complete the accreditation validation process. Each participant must visit an accreditation facility in person to complete the validation process. Individuals should bring their PVC and the valid identity document that was provided to Tokyo 2020 in the accreditation application.

## Categories and Privilege

All Games participants are provided with access to only the venues and zones that are required for them to complete the duties associated with their roles. The table below outlines the level of access granted to each category of participant.

Category	Population	Venue Access	Zone Access	Seating	Transport
IF	IF Delegate	Own sport venue(s)	2, 4, 5, 6 BLUE	F stand	T2
J	Technical official, Judge, Referee, Jury member	Own sport venue(s)	2, BLUE	No seating provided	TF
IF	Chief Classifier*	Own sport venue(s)	2, BLUE	No seating provided	TF
J	Classifier	Own sport venue(s)	2, BLUE	No seating provided	TF

\* Only applicable for certain sports

## Accreditation privilege codes

The Accreditation Card Operating System assigns access privileges according to a privilege matrix that includes any function performing an official role at the Games. The privileges are based on accreditation zones and are printed on the PIAC along with the individual's personal information, function & responsible organisation. At sport venues the privileges give access to accreditation zones as described below:

Zones	
<b>BLUE</b>	Field of play, Operational areas, General circulation areas
<b>RED</b>	Operational areas, General circulation areas
<b>WHITE</b>	General circulation areas
<b>2</b>	Athlete preparation areas
<b>4</b>	Press areas
<b>5</b>	Broadcast areas
<b>6</b>	Paralympic family areas
Seating	
<b>0</b>	Official stand
<b>F</b>	Federation stand
Transport	
<b>T2</b>	Allocated vehicles and driver shared between two persons
<b>TF</b>	Technical Officials / IF transport system
<b>TP</b>	Public transport systems
Sports / Venues	
<b>ALL</b>	All competition and training venues

## IPC Conditions of Participation Agreement

As required by the IPC, IF Delegates and J category population (technical officials, judges, jury members, and classifier) must complete and sign an IPC Conditions of Participation Agreement including the Parental/Legal Guardian Acknowledgement of Consent for Minors and Participant without Legal Capacity form (if applicable), acknowledging their compliance with the IPC and International Federation rules regarding Games participation and the World Anti-Doping Code.

Each individual applicant must provide their original signature on a hard copy of the IPC Conditions of Participation Agreement form, and either a hard copy or electronic copy of the original form must be signed and submitted to the Tokyo 2020 Organising Committee. The form will be available in English.

Only original signed (and countersigned as appropriate) hard or electronic copies of the IPC Conditions of Participation Agreement form will be accepted by the Tokyo 2020 Organising Committee, and must be received at, or prior to arrivals. Tokyo 2020 will not be able to validate your PVC if a signed IPC Conditions of Participation Agreement form is not submitted before the Games. Please be advised that the IPC Conditions of Participation Agreement form issued before the postponement of the Game will no longer be valid for the Games in 2021.

## Uniform collection at the UAC

All IF Delegates and technical officials should visit the Uniform and Accreditation Centre (UAC) to collect their uniforms. A UAC visit will be organised for each group of technical officials according to their programme of activities before the first day of competition. Those who either are unable to complete the validation process at the airport or do not receive their PVCs in advance of the Games will be able to collect their PIAC at the UAC prior to collecting the uniform.

## Entry into Japan

The PVC/PIAC will serve as an entry document to Japan from **23 April to 5 October 2021** for a maximum stay of 90 consecutive days when accompanied by a valid passport. The PVC/PIAC is valid for multiple entries between these dates. Upon every entry into Japan, the same passport used in the application for accreditation should be presented with the PVC/PIAC. The PVC/PIAC is valid in this way through all ports of entry.

The PVC/PIAC will facilitate entry into Japan only and does not function as a visa-waiver for any country other than Japan. All technical officials must check the visa requirements for transit through any other countries and obtain the necessary visa if required. Technical officials are fully responsible for the acquirement and costs of any other visas including transit visas.

Delegation members should travel with their PVC in their hand luggage in order to be ready to present it with their passport for inspection by their airline, airport and immigration authorities if required during departure, transit and arrival. The Tokyo 2020 Organising Committee and the relevant Japanese government authorities will work with airlines and immigration services worldwide to ensure that all necessary authorities are aware that the PVC can be used as a visa waiver to travel to Japan for the Games.

**Entry into Japan will not be granted to participants not in possession of a PVC.**

Due to the border enforcement measures to prevent the spread of the novel coronavirus (COVID-19), there are necessary procedures and conditions to follow in order to enter Japan. In addition to the PVC and accreditation requirements, technical officials should abide by the additional temporary immigration and quarantine measures implemented by the Government of Japan and highlighted in The Playbook International Federations.

Upon arrival, all non-Japanese nationals will be required to complete a Disembarkation Card for Foreign Nationals and submit it at the immigration counter. The cards are usually distributed by airlines during inbound flights to Japan or are available in the airport prior to reaching the immigration counter. A separate card is required for each individual.

## Entry into Japan through Tokyo (Haneda) International Airport (HND) or Narita International Airport (NRT)

HND and NRT are Official Ports of Entry for the Games. Upon arrival into Japan a passport inspection will be conducted by the Immigration Bureau of Japan. Technical officials arriving in Japan through Tokyo HND or NRT will be able to validate their PVCs at the airport from 11 August 2021.

## Entry into Japan through other ports of entry

The Tokyo 2020 Accreditation Team will not be providing services at any other ports of entry into Japan, at any other international airports, nor seaports for the Paralympic Games. However, technical officials arriving through other ports of entry will be able to use their PVC as a visa-waiver as detailed above. The presentation of a PVC in conjunction with a valid passport will assist the Immigration Bureau at the port of entry to establish the reason for travel and ensure that the correct leave to enter is granted. Participants will then be required to perform the validation of the PVCs upon arrival in Japan at a Tokyo 2020 Accreditation centre.

## Accreditation facilities

The table below lists all accreditation facilities and the services provided.

Location	PVC validation	Card production	Lost/stolen replacement	Help desk	Service start date
Tokyo (Haneda) International Airport (HND) for international arrivals only (Terminals 2 and 3)	Yes	No	No	No	11 August 2021
Narita International Airport (NRT) for international arrivals only (Terminals 1 and 2 only)	Yes	No	No	No	11 August 2021
Paralympic Family Accreditation Centre (The Grand Nikko Tokyo Daiba)	Yes	Yes	Yes	Yes	16 August 2021
Uniform and Accreditation Centre (UAC)	Yes	Yes	Yes	Yes	May 2021
Venue Accreditation Offices (VAO) at: Izu Velodrome and Fuji International Speedway	Yes	Yes	Yes	Limited	Start of athlete training
Venue Accreditation Offices (VAO) (at all other competition venues)	Yes	No	Yes	No	Start of athlete training

Note: Accreditation assistance at VAOs outside of Tokyo may be provided remotely from the Paralympic Family Accreditation Centre.

## Lost, stolen or damaged PVC/PIAC

If a PVC is lost, stolen or damaged the IF Delegates and Technical Officials must contact the Tokyo 2020 Accreditation Team promptly to ensure appropriate action can be taken. In the event that the PVC cannot be reissued and delivered prior to travel the IF will be informed.

All lost and stolen accreditation cards should be reported to the nearest accreditation centre or VAO. Participants will be required to complete a Lost/Stolen Accreditation Card form and present an acceptable form of identification. Accreditation cards which become damaged in such a way that the photo and/or the personal information is not legible or that the Access Control System is not able to read the card, should be returned to the nearest accreditation centre or VAO for replacement.

Please be advised that the PVC or PIAC will not be reissued after the competition of each discipline finishes and the end of the accreditation facilities' operational period for the Tokyo 2020 Paralympic Games.

Please note the following:

- The individual concerned must make a written, signed declaration.
- A lost or damaged PIAC will be cancelled in the accreditation system and will not be reactivated even if found at a later date.
- Reissuance can take place at any of the accreditation facilities listed in the above table.

## Per Diems

Tokyo 2020 will provide all IF Technical Delegates, International Technical Officials (ITOs) and National Technical Officials (NTOs) participating in the Tokyo 2020 Olympic and Paralympic Games with a per diem to cover expenses such as meals and laundry for the agreed official duration for their stay.

# Accommodation

Technical Delegates (TDs) and Technical Officials (TOs) will be accommodated in the hotel below:

## Futakotamagawa Excel Hotel Tokyu

1-14-1 Tamagawa, Setagaya-ku, Tokyo

<https://www.tokyuhotelsjapan.com/global/futako-e/>

+ 81 3 3700 1093

Hotel facilities and services:

In-room safe deposit box, in-room free Wi-Fi, in-room free wired LAN, daily housekeeping, currency exchange, laundry service, laundromat, function room and parking

\*Hotel reception is on the 30th floor. Please use elevator from the first (ground) floor.

## Shibuya Excel Hotel Tokyu

Shibuya Mark City Building, 1-12-2, Dogenzaka, Shibuya-ku, Tokyo 150-0043

<https://www.tokyuhotelsjapan.com/global/shibuya-e/>

TEL: +81-3-5457-0109

Hotel facilities and services:

Wi-Fi, safe deposit box, currency exchange, laundry service and laundromat

Guests are reminded they are not permitted to use hotel gymnasiums, pools, spa and bars due to COVID-19 restrictions.

Please note, in Japan the ground floor is called "first floor" and it continues to the second and third floor onwards. Buttons in lifts start from 1 and continue to 2, 3, 4 onwards.

Tokyo 2020 bears no responsibility for any inaccuracy (or insufficiency) of this information and/or for any subsequent changes that may occur at the hotels. Please check the hotel's website for latest information.

# Medical Services

Public health services, including disease surveillance, communicable disease control and health protection (such as water and air quality) will be in place throughout Japan during the Games.

Local hospitals that include 24-hour emergency specialist services and tourist clinics are also available around the city. Local pharmacies can be found in all neighbourhoods, and some are open 24 hours a day.

There are no vaccination requirements for entering Japan, but officials are advised to consult their local physician prior to travelling to Japan to ensure that all routine vaccinations are up to date.

COVID-19 countermeasures are described in The Playbook International Federations.

## Designated Games hospitals

If treatments and/or medical tests are required in addition to those that can be carried out in the venue medical stations, IF members will be transferred to designated Games hospitals in central Tokyo or in the co-host city. Details about designated Games hospitals will be released at a later date. Any patient suffering from a life-threatening condition that may occur at any of the venue zones will be taken to the nearest hospital.



# Uniforms

All Games officials will be provided with a formal and casual uniform kit. The contents and the weight of the full set are as the following:

## TO Uniform Item Weight (M size)

Item	Manufacturer	Item	Weight (g)	Quantity	Total Weight (g)
Casual	ASICS	Polo shirt	152	3	456
		Jacket	202	1	202
		Pants	238	2	476
		Hat	71	1	71
		Shoes	610	1	610
		Socks	26	2	52
		Bag	238	1	238
		Garment bag	79	1	79
		Casual total			
Formal	AOKI	Jacket	447	1	447
		Shirt	226	2	452
		Pants	293	2	586
		Belt	103	1	103
		Hat	121	1	121
		Tie/Scarf	51	1	51
		Garment bag	110	1	110
		Formal total			
Total					4,054

Formal wear will be provided with pants for both men and women from a genderless perspective. Ties and scarves are optional. In addition to casual wear, formal wear jacket, pants, shirt, tie, scarf and hat can be washed in the washing machine or by hand.

Shoes will not be provided with the formal uniform. Games officials should try to match the provided black belt with their own suitable black leather, non-branded shoes, or wear casual uniform shoes. Games officials are required to wear the Tokyo 2020 – provided uniform at all times when officiating, unless the IF has chosen to wear their own uniforms (approved by the IPC).

All Technical Officials must collect their uniforms from the Uniform and Accreditation Centre (UAC), where they will also be able to validate their accreditation. This will be supported by a member of the Equestrian Competition Management. The times designated for Equestrian Technical Officials to collect their uniforms from the UAC will be confirmed, via email, by the Equestrian Technical Officials' Coordinator. A uniform alteration service will be available at the UAC.

Uniform and Accreditation Centre (UAC) reservation and transportation schedule

Date	Time (UAC)	Destination
16 August 2021	10:00 - 11:30	Shibuya Excel Tokyu ↔ UAC
19 August 2021	13:00 - 14:30	EQP ↔ UAC
	16:30 - 18:00	Shibuya Excel Tokyu ↔ UAC
23 August 2021	10:30 - 12:00	Futakotamagawa Excel Tokyu - Shibuya Excel Tokyu ↔ UAC
24 August 2021	10:00 - 11:30	Futakotamagawa Excel Tokyu ↔ UAC

# Repair Services

Ottobock will be the official provider for wheelchair, orthotic and prosthetic repair services for athletes, NPC team officials, technical and Games officials, and members of the Paralympic Family during the Tokyo 2020 Paralympic Games. Repairs will be conducted free of charge for damage to wheelchairs, orthotics or prostheses.

Repair services will be available at the Facility Service Centre in the Paralympic Village (main workshop) and at competition venues (satellite workshops). A mobile unit will be available where necessary.

The main workshop will be available from Sunday 15 August to Wednesday 8 September 2021. The regular operating hours of the repair service will be from 08:00 to 23:00, however an emergency phone number will also be available for repairs needed outside these hours. This phone number will be communicated to NPCs.

Repair stations at competition venues will provide basic repairs and spare parts to facilitate athletes' readiness for competition. The stations will be operational one day before the start of competition at each venue until the last day of competition for the respective sport/discipline.

Repair services will be available one hour prior to the start of each day's competition until the conclusion of competition.

**Repair services contact number: +81 (0) 70 7361 3250**

# Wheelchair, Orthotic and Prosthetic Repair Service

Sport	Venue	Wheelchair repair	Orthotics & Prosthetic repair
Athletics	Olympic Stadium	✓	✓
Archery	Yumenoshima Park Archery Field	✓	✓
Badminton	Yoyogi National Stadium	✓	✓
Boccia	Ariake Gymnastics Centre	✓	
Canoe	Sea Forest Waterway	✓	✓
Cycling Track	Izu Velodrome		✓
Cycling Road	Fuji International Speedway	✓	✓
Table Tennis	Tokyo Metropolitan Gymnasium	✓	✓
Triathlon	Odaiba Marine Park	✓	✓
Wheelchair Basketball	Musashino Forest Sport Plaza	✓	
Wheelchair Basketball	Ariake Arena	✓	
Wheelchair Fencing	Makuhari Messe Hall B	✓	
Wheelchair Rugby	Yoyogi National Stadium	✓	
Wheelchair Tennis	Ariake Tennis Park	✓	

# Classification

Classification provides a structure for Paralympic competition. Athletes competing in para sports have an impairment that leads to a competitive disadvantage. Classification determines who is eligible to compete in a para-sport and groups the eligible athletes into sport classes according to the impact of impairment on specific sport activities. The classification system minimises the impact of impairments on sport performance and ensures the success of an athlete is determined by skill, fitness, power, endurance, tactical ability and mental focus.

All athletes at the Tokyo 2020 Paralympic Games must comply with their respective sport's eligibility criteria, as stipulated in the Tokyo 2020 Paralympic Games Qualification Guide. This also applies to athletes nominated by their NPC using a Bipartite Commission application, by a Universality Wild Card (UWC) application, or as substitutes between the final entries deadline and the Delegation Registration Meeting (DRM) if applicable.

Athlete-specific classification data (sport class and sport class status) will be uploaded onto the Sport Entries system from the Classification Master Lists provided to Tokyo 2020 by the respective International Federations by 25 June 2021. However, athletes with a sport class status of 'Review' competing in the following sports will be subject to classification evaluation in Tokyo unless the classifications have been completed by the time immediately prior to the Tokyo 2020 Paralympic Games: Athletics, Boccia, Canoe, Rowing, Cycling (Track and Road), Judo, Sitting Volleyball, Swimming, Wheelchair Rugby and Wheelchair Tennis. Please see table on following page for details.

This process will help to ensure the online Sport Entries system is up to date and will allow NPCs to enter their athletes into the correct corresponding events. Any changes in classification occurring must be reported to the IPC and Tokyo 2020 Sport Entries department immediately.

Further overall and sport-specific information on classification for the Tokyo 2020 Paralympic Games will be available in the Tokyo 2020 Paralympic Games Sport Entries Manual, published on Tokyo 2020 Connect in June 2021.

## Athletes Classification Evaluation Period: 20 - 29 August 2021

Athletes with a sport class status of 'Review' competing in the following sports will be subject to classification evaluation in Tokyo during the following dates at the date of publication of this manual:

### Classification Evaluation Period

Classification Evaluation Period*	
Sport	Evaluation Period
Athletics	Physical Impairment: 20 - 23, 25 August 2021 Intellectual Impairment: 22, 23 and 25 August 2021 Vision Impairment: 21 – 25 August 2021
Boccia	26 August 2021
Canoe	29 August 2021
Cycling Track	Physical Impairment: 22 – 23 August 2021 Vision Impairment: 21 – 23 August 2021
Cycling Road	Physical Impairment: 28 – 29 August 2021 Vision Impairment: 24 – 25 August 2021
Judo	21 - 25 August 2021
Rowing	Physical Impairment: 25 – 26 August 2021 Vision Impairment: 21 – 25 August 2021
Swimming	Physical Impairment: 20 – 23 August 2021 Intellectual impairment: no classification Vision Impairment: 21 – 23 August 2021
Sitting Volleyball	22 – 23 August, and 25 August 2021
Wheelchair Rugby	20 – 21 August 2021 22 – 23 August 2021
Wheelchair Tennis	23 August 2021

\* The indicated classification evaluation period does not include the observation in competition period.

All information in the chart was correct at the time of publication in June 2021. Please refer to the Classification Guide published by IPC in order to check the latest information.

# Transport: TF services

A summary of transport at the Games follows. Please note that full details of transport services at the Games, including timetables, may be found in the Technical Officials' Transport Guide.

Tokyo 2020 is responsible for providing transport services to properly accredited technical officials and IF staff during the period of the Olympic Games. These transport services are collectively known as the TF service.

The TF service will be available for all accredited technical officials, judges, jury members, IF staff, and IF media staff.

## Services between hotels and competition venues

A dedicated TF service will operate between technical officials' hotels and each competition venue during the competition period for each sport, in accordance with the competition schedule. In general, TF services will start service two hours before competition and finish one hour after competition. For hotels that are located within about a 10-minute walk from the accredited entrance to the competition venue, technical officials may be required to walk.

Where technical officials are required to attend meetings, briefings, venue familiarisations or other events before the start of competition, either at the competition venue or at another venue, TF services will be provided from and to the technical officials' hotels in accordance with the officials' requirements. However, in cases where the number of passengers is small, the principle is that the passengers should travel in the vehicles allocated to the IF.

Transport will be provided for technical officials between Tokyo and co-Host Cities. Details will be communicated to technical officials on arrival.

## Transport: public transport (TP card)

IF Delegates and technical officials **cannot use public transport**.

Other accreditation holders will be provided with a public transport card (TP card), which will enable the use of public transport for free.

However, use of the public transport system will be restricted due to COVID-19 countermeasures. Those who fall under this category as stated in The Playbook International Federations cannot use the TP card. Even if you have right to receive a TP card, if you are foreign visitor you cannot receive it for 14 days from the day of entry into Japan.

## Lost and damage TP cards

When a stakeholder loses a TP card or cannot use one due to damage, a report will have to make at one of the transport information desks. By making a report, stakeholders will be able to have a TP card reissued. Accreditation facilities do not reissue TP cards.

See the Technical Officials' Transport Guide for details of distribution locations and services.

## Transport: Taxis

IF delegates and technical officials cannot use public transport including taxis during their whole stay. Other accredited stakeholders cannot use public transport including taxis for 14 days from the day after entry.

Taxis will be available at public taxi rank and stakeholders are responsible for the cost. Tokyo 2020 will provide information on access to taxi services in the Technical Officials' Transport Guide.

## Tokyo 2020 transport app

Tokyo 2020 Games Family is a web app that provides information related to transport services for stakeholders. The app will provide functions such as route search between official accommodation and competition venues, and provides information about TF bus timetables and maps of each venue to support stakeholders.

Please refer to the Technical Officials' Transport Guide for details.

## Opening and Closing Ceremonies

Participation in the Opening/Closing Ceremonies is currently under review by the IOC and IPC. Detailed information will be made available once the final decision is confirmed.



## **2. EQUESTRIAN OVERVIEW**

TOKYO 2020 COMPETITION MANAGEMENT		
Equestrian Sport Manager	HARUTA Yasuhiko	JPN
Equestrian Deputy Sport Manager	TERANISHI Hiroshi	JPN
Equestrian Services Manager	NEI Ayako	JPN
Equestrian Para Dressage Manager	Annemiek van der VORM	NED
Equestrian Technical Operations Manager	Mario Minoru KUAMOTO	BRA
Equestrian Para Dressage Coordinator	Carola BRIGHENTI	ITA
Equestrian Veterinary Services Manager	AIDA Hiroko	JPN
Equestrian Veterinary Clinic Coordinator	Christopher ELLIOTT	AUS
Equestrian Technical Officials Coordinator	KUDO Ari	JPN
Equestrian Administration Coordinators	HIROSE Mikuru	JPN
	MAGOME Shotaro	JPN
Equestrian Volunteers Coordinators	TAKAHASHI Misae	JPN
	SAKATA Miwa	JPN
Equestrian Sport Information Manager	Tatiana GUTIERREZ	BRA
Equestrian Sport Information Coordinator	MATSUO Amy	JPN
Equestrian Stable Coordinator	NAKAHARA Nao	JPN
	Virginia KOUYOUMDJIAN	FRA
Equestrian Mixed Zone Coordinator	CHIBA Arisa	JPN
Equestrian Ice Management Coordinator	Gustavo CERQUEIRA	BRA
Equestrian FOP Decoration Coordinator	ITO Masanobu	JPN
INTERNATIONAL EQUESTRIAN FEDERATION (FEI)		
IF Technical Delegate	Hanneke GERRITSEN	NED

INTERNATIONAL TECHNICAL OFFICIALS (ITOs)		
Chief Steward	Juliet WHATLEY	GBR
Ground Jury President	Marco ORSINI	GER
Ground Jury 1	Anne PRAIN	FRA
Ground Jury 2	Sarah LEITCH	GBR
Ground Jury 3	Katherine LUCHESCHI	ITA
Ground Jury 4	Sue CHUNNINGHAM	AUS
Ground Jury 5	Kjell MYHRE	NOR
Ground Jury 6	Jeannette WOLFS	NED
Ground Jury 7	Marc URBAN	BEL
FEI Veterinary Delegate	Emily SANDLER-BURTNES	USA
Veterinary Commission President	AMAYA Tomohiko	JPN
Veterinary Commission Associate	Juan-Carlos GARCIA DE BRIGARD	COL
EADCMP Testing Veterinarian	HONJO Yoshifumi	JPN
IF Medical Officer	Dr Jan Holger HOLTSCMIT	GER
FEI Footing Expert	Oliver HOBERG	MAS
Music coordinator	Markus HINZKE	GER

\*Upon request of the FEI the name of the IF Medical Officer was updated from Jan-Holger HOLTSCMIT (GER) to Dr Jan Holger HOLTSCMIT (GER) on 16 July 2021 to allay any concerns that this may cause issues on site if not corrected.

NATIONAL TECHNICAL OFFICIALS (NTOs)  
(JPN UNLESS OTHERWISE STATED)

Stewards	Rosana AYROSA	BRA
	CHANG Eva	TPE
	Philip CHEETHAM	GBR
	COPLEY-MACKIE Hiroko	
	Jaqueline DE JONG	NED
	FUKUNAGA Mika	
	Lilia GUIMARAES	BRA
	HALLORAN Naoko	
	HANADA Kumiko	
	KUME Tamaki	
	LEE Johnny	HKG
	Fiona MUHL	RSA
	Pia MYRSKOG	FIN
	Walter NEF	USA
	Gabriela NOWICKA	POL
	Veronique ROMMELFANGER	LUX
	SHIBAO Sayuri	
	SHIRAI Hanako	
	Geoffrey SIMPSON	GBR
	TANUMA Kanako	
Jeannine VAN CLEEMPOEL	BEL	
Veterinary Clinic Team Leader	Kimberly SNYDER	USA
Veterinary Clinic Emergency Surgery Team Leader	Marcos SANTOS	BRA
Veterinary Biosecurity Team Leader	YAMANAKA Takashi	
Veterinary Technician Team Leader	Penny DOW	AUS
Veterinary Physical Therapist Team Leader	Solange MIKAIL	BRA
Horse Ambulance Team Leader	TAKIZAWA Yoshimasa	
Farrier Team Leader	Ian HUGHES	GBR

EADCMP Testing Technicians	Emérance BRUYAS	FRA
	Megan FLEMING	CAN
	NAKAO Takako	
	Alyssa DOBROTIN	USA
	Fabio CARMAGO	BRA
	Anna SANENGEN	SWE
Dressage Scribes	KIMURA Yukako	
	SHOJI Yuko	
	DEAK Chihiro	
	NAGAKUBO Megumi	
	TSUKIGAWA Mariko	

This list was updated on 9 June 2021

Medal Events (11)	
Championship Test	Freestyle Test
Individual - Grade I	Individual - Grade I
Individual - Grade II	Individual - Grade II
Individual - Grade III	Individual - Grade III
Individual - Grade IV	Individual - Grade IV
Individual - Grade V	Individual - Grade V
Team - Open	

# Competition format

The Equestrian competition will include five grades - I, II, III, IV and V - and consist of a team test, an individual test and an individual freestyle test. An NPC can enter a maximum of one eligible team in the team event, comprising a minimum of three and a maximum of four eligible athletes entered in individual events. At least one team member shall be an eligible athlete in the following sport classes: Grade I, Grade II or Grade III. In order to form a team an NPC can enter a maximum of two eligible athletes per sport class.

All athletes must be qualified and eligible to compete according to FEI and IPC rules. All athletes must participate in the individual test for their grade. In the team test, only the team members (maximum three athletes per NPC) will be allowed to compete, and in the freestyle to music competition only the qualified athlete/horse combinations will be allowed to compete. The number of entries in the freestyle to music competition shall not exceed two per NPC per grade.

All Competitions will be held in grades. Athletes must compete in their correct grade, as stated on the FEI Classification Master List:

- individual test is compulsory for all athletes nominated by their NPC
- team test is only open to the team athletes (maximum three per NPC) selected by the Chef d'Equipe. Each team must have at least one athlete in Grade I, II or III.
- freestyle to music test is only open to the top eight athlete/horse combinations per grade from the individual tests.

## Scoring

A panel of five judges around the arena will assess the movements, awarding each movement with a mark from zero to 10 in half-point increments. There will also be a collective mark (Paces, Activity, Submission and Equestrian feel and skill of athlete) awarded for the overall performance (general impression). The judges' scores will be totalled and converted to a percentage, and the rider with the highest percentage will be declared the winner.

# Competition rules

The Equestrian competition will be held in accordance with the editions of the following documents that are in force at the time of the Paralympic Games:

**FEI Regulations for Equestrian Events at the Paralympic Games**

<https://inside.fei.org/fei/games/paralympic/tokyo-2020>

**FEI Para Dressage Rules – 3rd Edition**

[https://inside.fei.org/fei/regulations/para\\_dressage](https://inside.fei.org/fei/regulations/para_dressage)

**FEI Para Equestrian Classification Rules – 1st Edition**

[https://inside.fei.org/fei/regulations/para\\_dressage](https://inside.fei.org/fei/regulations/para_dressage)

**FEI General Regulations – 24th edition**

<https://inside.fei.org/content/general-regs-statutes>

**FEI Veterinary Regulations – 14th edition**

<https://inside.fei.org/content/fei-veterinary-rules>

**Equine Anti-Doping & Controlled Medication Regulations 2021**

<https://inside.fei.org/content/anti-doping-rules>

**The IPC Handbook**

[www.paralympic.org/the-ipc/handbook](http://www.paralympic.org/the-ipc/handbook)

The FEI, working with Tokyo 2020 competition management, will be responsible for the technical control and direction of the Equestrian competition at the Tokyo 2020 Paralympic Games.

## Athlete substitution rules

### Individual

An Athlete and/or Horse will be permitted from the FEI nominated entries list between the date of the official entries 2 August 2021 until completion of the Sport Entries sign-off conducted during the relevant NPC's Delegation Registration Meeting (DRM).

Substitute Athletes must have met the qualification criteria and Minimum Eligibility Standard (MES) for the respective Event(s), and must also have signed the IPC Eligibility Code Form. In addition, the Athlete's NPC must have submitted an Accreditation Application Form for the substitute Athlete by the deadline of 14 May 2021.

NPCs must complete an Official Substitution Application Form. NPCs must return the completed form to the Tokyo 2020 Sport Entries team for consideration and processing.

Should an Athlete be substituted according to this substitution rules, her/his Paralympic accreditation will be transferred to the substitute Athlete and the initial Athlete will lose all his rights but may remain in his/her accommodation. This is only the case of Athletes being substituted with 'Substitution 1'.

### Team

Teams needing to substitute a Team Athlete and/or Team Horse with an Individual Athlete and/or Individual Horse will be permitted in the period between the Declaration of starters and up to two hours before the scheduled starting time of the Team Test Competition (first grade to go in the Team Test). All substitutions must be validated by Tokyo 2020 competition management and FEI. However, regardless of the situation, all substitutions are subject to final review and approval by the IPC.

# Clothing and equipment

Clothing and equipment used by athletes and other participants in the Equestrian competitions at the Paralympic Games must comply with the documents listed below:

**FEI Para Dressage Rules - 3rd Edition**

[https://inside.fei.org/fei/regulations/para\\_dressage](https://inside.fei.org/fei/regulations/para_dressage)

**FEI Regulations for Equestrian Events at the Paralympic Games**

<https://inside.fei.org/fei/games/paralympic/tokyo-2020>

**FEI General Regulations – 24 edition**

<https://inside.fei.org/content/general-regs-statutes>

**The IPC Handbook**

[www.paralympic.org/the-ipc/handbook](http://www.paralympic.org/the-ipc/handbook)

**The IPC Manufacturer Identification Guidelines for the Tokyo 2020 Paralympic Games**

[www.paralympic.org/tokyo-2020/guides-and-policies](http://www.paralympic.org/tokyo-2020/guides-and-policies)

## IPC Manufacturer Identification Guidelines

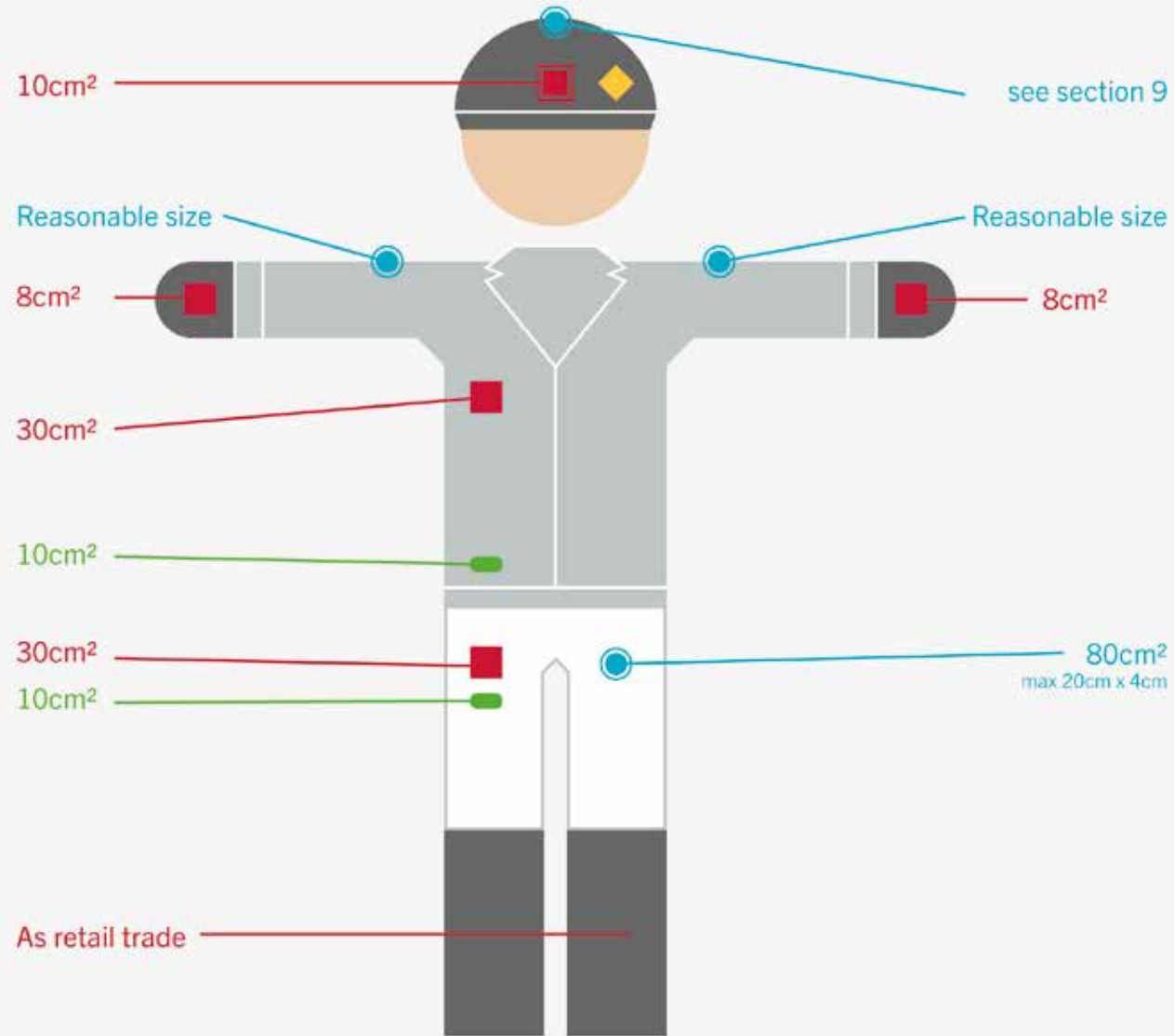
One of the key factors that differentiate the Paralympic Games from other sporting events is the visual presentation of the Games, which includes the 'look' of the participants, the venues and the field of play. Pursuant to the IPC Handbook, section 1, chapter 3 (Paralympic Games Principles), no form of publicity or propaganda, commercial or otherwise, may appear on persons, sportswear, accessories or, more generally, on any article of clothing or equipment whatsoever worn or used by persons participating in the Paralympic Games, except for the identification of the manufacturer of the article or equipment concerned, provided that such identification shall not be marked conspicuously for advertising purposes. An authorised identification may only be used in compliance with the terms of the IPC Handbook, the IPC Manufacturer Identification Guidelines for the Tokyo 2020 Paralympic Games (distributed by the IPC to all NPCs and IPSFs) or as further approved in writing by the IPC. The IPC reserves the right to prohibit the use of any authorised identification on any given item in order to ensure the spirit of the principles of the IPC Handbook and the IPC Manufacturer Identification Guidelines for the Tokyo 2020 Paralympic Games are respected.

Below, please find the sport-specific guidelines from the IPC Manufacturer Identification Guidelines for the Tokyo 2020 Paralympic Games. However, all Games officials are strongly advised to refer to the complete IPC Manufacturer Identification Guidelines document for detailed information and instruction on the rules governing clothing, shoes, accessories, sporting equipment and mobility equipment at the Games.





## Front



## Manufacturer Identification Guidelines Tokyo 2020 Paralympic Games

### Sport-by-Sport List

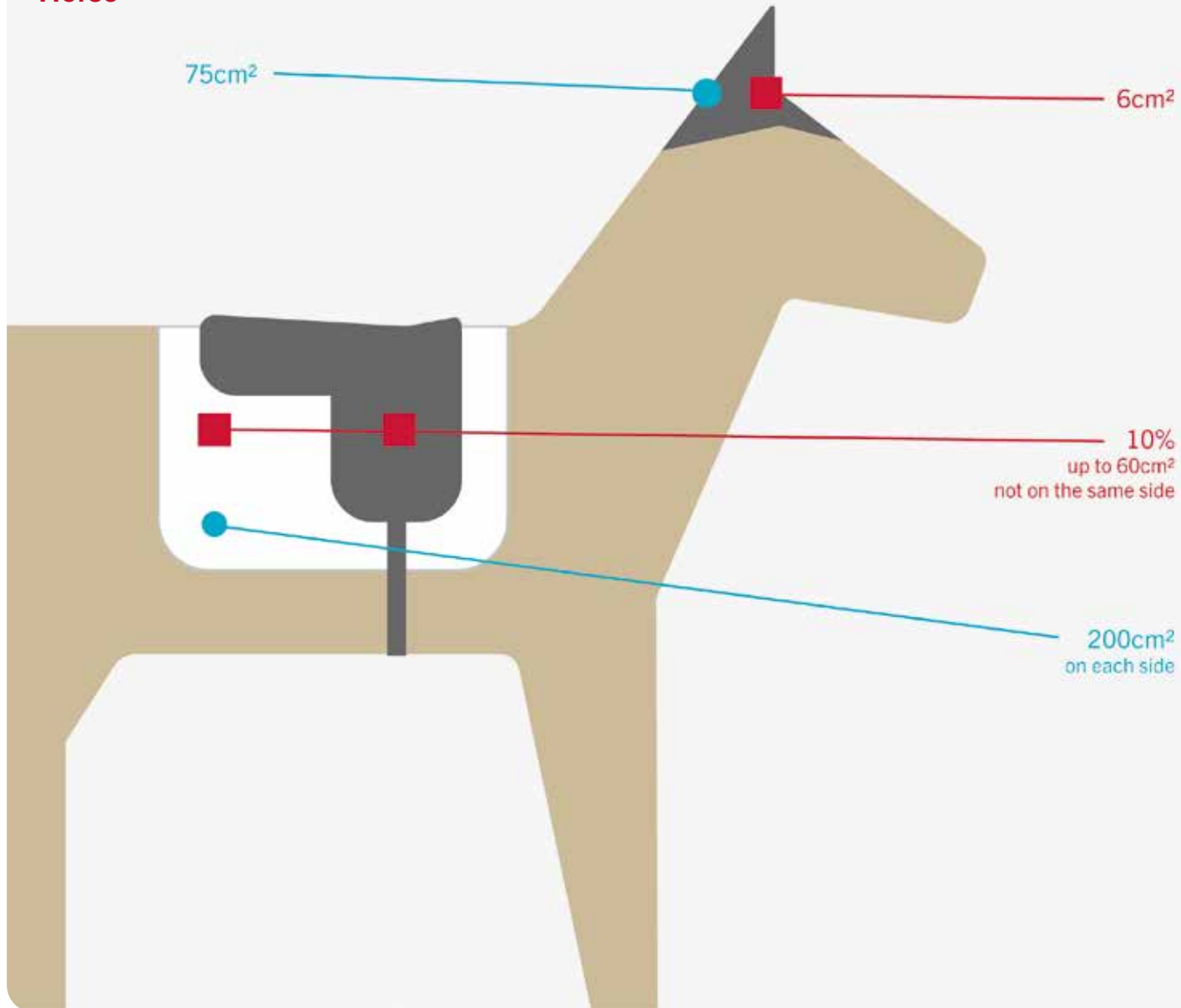
- FEI Equestrian

Floating	Precise	
		Manufacturer Identification
		Product Technology Identification
		NPC Emblem and National Identity
		Homologation Marks

Each type of identification mark is represented by a shape and colour, as indicated in the coding below. It is also specified if the identification must be placed in the precise location indicated on the illustration [ Precise ] or if the placement is not specified in the guidelines [ Floating ].



## Horse



## Manufacturer Identification Guidelines Tokyo 2020 Paralympic Games

### Sport-by-Sport List

- FEI Equestrian



Each type of identification mark is represented by a shape and colour, as indicated in the coding below. It is also specified if the identification must be placed in the precise location indicated on the illustration [ Precise ] or if the placement is not specified in the guidelines [ Floating ].



## Manufacturer Identification Guidelines

### Clothing

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Riding jacket Riding breeches Shirt	One Identification of the Manufacturer per clothing item will be permitted, to a maximum size of 30cm <sup>2</sup> .  One additional Product Technology Identification will be permitted per clothing item, to a maximum size of 10cm <sup>2</sup> .
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### Sport Equipment

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Saddle Saddle cloth Horse equipment	One Identification of the Manufacturer per item will be permitted, not greater than 10 per cent of the surface area of the item, to a maximum size of 60cm <sup>2</sup> .  Where possible, the Identification of the Manufacturer on the saddle cloth should not be on the same side as or adjacent to the Identification of the Manufacturer on the saddle.
Protective Headgear	One Identification of the Manufacturer will be permitted, to a maximum size of 10cm <sup>2</sup> and placed in the front, in the middle and on top of the visor.
Fly bonnets	One Identification of the Manufacturer per item will be permitted, to a maximum size of 6cm <sup>2</sup> .

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### Accessories

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Gloves	One Identification of the Manufacturer per item will be permitted, to a maximum size of 8cm <sup>2</sup> .
Eyewear	May carry the Identification of the Manufacturer as generally used on products sold through the retail trade during the period of six (6) months or more prior to the Games, with no Identification of the Manufacturer permitted on the lenses.
Bag	One Identification of the Manufacturer per item will be permitted, not greater than 10 per cent of the surface are of the item, to a maximum size of 60cm <sup>2</sup>

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Manufacturer Identification  
Guidelines  
Tokyo 2020 Paralympic Games

### Sport-by-Sport List

- FEI Equestrian

All General Principles apply unless expressly mentioned otherwise above (in particular in relation to size, frequency or location).



## Shoes/footwear

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Boots	All footwear items may carry the Identification of the Manufacturer as generally used on products sold through the retail trade during the period of six (6) months or more prior to the Games.
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## Mobility Equipment

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Wheelchair Prosthetics Crutches	May carry the Identification of the Manufacturer as generally used on products sold through the retail trade during the period of six (6) months or more prior to the Games.
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## IF specific technical requirements

The following IF technical requirements apply in relation to the General Guidelines:

### Section 7. Third party Identifications (athlete names)

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No athlete's name is permitted.

### Section 9. Maximising national and Paralympic Identity

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The name or logo of the athlete's country/territory, its national symbol and/or its national flag, and/or the athlete's NPC logo or name may appear on a surface area not exceeding:

- A reasonable size on each of the two sides of jackets or top garment, at the height of breast pockets
- 200cm<sup>2</sup> on each side of saddle cloth
- Vertically in the middle part of the protective headgear
- 80cm<sup>2</sup> (maximum 20cm long and 4cm wide) only once lengthwise on the left leg of the riding breeches
- 75cm<sup>2</sup> for the logo on fly bonnets

Manufacturer Identification  
Guidelines  
Tokyo 2020 Paralympic Games

### Sport-by-Sport List

- FEI Equestrian

All General Principles apply unless expressly mentioned otherwise above (in particular in relation to size, frequency or location).



## Section 11. Homologation marks

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All riding helmets worn by equestrian athlete must comply with any of the European (EN), British (PAS), North American (ASTM), Australian/New Zealand tested standards and display the related homologation marks.

## Section 17. Submission process

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No additional obligatory submission process required by the IF, section 17 of the General Guidelines applies.

Manufacturer Identification  
Guidelines  
Tokyo 2020 Paralympic Games

### Sport-by-Sport List

- FEI Equestrian

All General Principles apply unless expressly mentioned otherwise above (in particular in relation to size, frequency or location).

# Doping control

## Doping and medication control for horses

Equine anti-doping and controlled medication testing will be carried out in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMRs), the FEI Veterinary Regulations and the FEI Equine Prohibited Substances List that are in effect throughout 2021.

Horses may be selected for testing at any time during the Period of the Event.

All treatments, except for nebulisation with non-prohibited substances and fluid therapy, must take place within designated treatment areas as per Chapter 5, 2021 FEI Veterinary Regulations.

## Pre-arrival testing (PAT) – horses

There will be an opportunity for horses competing at the Games to be tested for substances listed on the FEI's Equine Prohibited Substances List, via a Pre-Arrival Testing (PAT) service. The PAT service will be offered to National Federations on a voluntary basis for a limited period of time before the Games. Details concerning PAT will be published by the FEI Veterinary Department on the FEI website and will be disseminated to all participating National Federations. PAT will be offered by the same laboratory that will be used for the analysis of samples taken during the Games.

# Sport information

Sport Information Desks (SID) located in each competition venue will operate throughout the Games. Opening hours will vary depending on the venue.

SIDs will provide the following sport-specific information:

- General competition-related information and sport-related communications from Tokyo 2020 sport competition management teams
- Results, draws, start lists, daily training schedules and other key information
- Booking of Games-time training slots and allocation of training sessions at competition and/or training venues for selected sports (not applicable for EQU venue)
- Transport information and scheduling of team sport buses

## Info

Info is the official Games-time intranet for the Paralympic Family. It will be available in English and available in all competition and non-competition venues. Info is due to go live on 19 August 2021 and remain online until 6 September 2021.

Info Content and Details	
Background	Historical data, statistics, competition formats and rules, qualification criteria and venue descriptions
Biographies	Athlete biographies and team, coach, referee, judge and NPC profiles
Ceremonies	Details about Opening Ceremony, Closing Ceremony and medal ceremonies, including timings and participants
Games News	Flash quotes, press conference highlights, sport previews, news articles, statistic-driven reports, media communications and IPC news
Medals	Medal standings by sport, overall medal standings, and medallists by day, sport and event
Records	World and Paralympic records, including current records, record holders and new/equalled records
Results	Competition results viewable by sport, date and NPC. Includes entry lists, start lists, results and additional sport-specific reports
Schedules	Competition and non-competition schedules, including press conferences, IPC activities, etc.

myInfo is the online version of Info and is available for users with an internet connection and login account (username and password) from anywhere in the world. myInfo provides additional features not available on Info, such as:

- customisation (ability for users to create their own schedules by selecting only those sports and events of interest to them)
- bookmarking of results, reports and other Games information
- hyperlinking to other websites, such as those of the IPC and IFs
- downloadable results books
- copy and paste functionality

## **3. COMPETITION**



# Competition schedule

Changes to the competition schedule will be communicated through the SID at Equestrian Park. Changes will also appear on Info.

Day 2		Thu 26 Aug	
Session EQU01		Start: 15:00	End: 22:35
		Equestrian Park	
Time	Total	Event name	
15:00 - 16:49	1:49	Individual Test - Grade II	
17:09 - 19:54	2:45	Individual Test - Grade IV	
19:54 - 21:52	1:58	Individual Test - Grade V	
22:05 - 22:35	0:30	Individual Test - Grade II/IV/V Victory Ceremony	

Day 3		Fri 27 Aug	
Session EQU02		Start: 15:00	End: 22:20
		Equestrian Park	
Time	Total	Event name	
15:00 - 18:20	3:20	Individual Test - Grade I	
18:50 - 21:50	3:00	Individual Test - Grade III	
22:00 - 22:20	0:20	Individual Test - Grade I/III Victory Ceremony	

Day 4		Sat 28 Aug	
Session EQU03		Start: 17:00	End: 22:10
		Equestrian Park	
Time	Total	Event name	
17:00 - 22:06	5:06	Team Test to Music	

Day 5		Sun 29 Aug	
Session EQU04		Start: 18:00	End: 20:45
		Equestrian Park	
Time	Total	Event name	
18:00 - 20:20	2:20	Team Test to Music	
20:30 - 20:45	0:15	Team Test to Music Victory Ceremony	

Day 6		Mon 30 Aug	
Session EQU05		Start: 15:00	End: 22:15
		Equestrian Park	
Time	Total	Event name	
15:00 - 16:04	1:04	Individual Freestyle Test - Grade IV	
16:14 - 17:18	1:04	Individual Freestyle Test - Grade V	
17:30 - 17:50	0:20	Individual Freestyle Test - Grade V/IV Victory Ceremony	
18:00 - 19:04	1:04	Individual Freestyle Test - Grade III	
19:14 - 20:18	1:04	Individual Freestyle Test - Grade II	
20:28 - 21:32	1:04	Individual Freestyle Test - Grade I	
21:45 - 22:15	0:30	Individual Freestyle Test - Grade III/II/I Victory Ceremony	

# Pre-competition procedures

## Chef d'equipe meetings

The following Chefs d'Equipe meetings will take place in the meeting room on the second floor of the Operational Centre. Attendance will be limited to team leaders and/or Dressage Chef d'Equipe/person representing the competing athlete(s). NPC Daily meetings are also going to be scheduled to coordinate activities and share the most relevant information. The first NPC Daily meeting will be held on 17 August. Attendees from Tokyo 2020 and the FEI will include:

- HARUTA Yasuhiko, Tokyo 2020 Equestrian Sport Manager
- Annemiek van der VORM, Tokyo 2020 Para Dressage Manager
- Hanneke GERRITSEN, FEI Dressage Technical Delegate
- Marco ORSINI, FEI Ground Jury President and/or members
- Bettina de RHAM, FEI Paralympic Director
- Juliet WHATLEY, FEI Chief Steward
- Service Manager – To record meeting minutes.

Chefs d'Equipe meetings		
Date	Time	Event
21 August 2021	12:00	First Chefs d'Equipe – welcome meeting
25 August 2021	12:30	First Chefs d'Equipe meeting – Draw for Individual Test
28 August 2021	09:00	Second Chefs d'Equipe meeting – Draw for Team Final
30 August 2021	10:30	Third Chefs d'Equipe meeting – Draw for Individual Final

## Declaration of starters

Declaration of starters should be done no later than two hours before the draw.

Declaration of Starters		
Date	Time	Event
25 August 2021	11:00	Draw for Individual Test
27 August 2021	23:00	Draw for Team Test

## Horse inspections

Each horse must be presented at the First Horse Inspection prior to the Individual Test. All Horses qualified for the Individual Freestyle Test must be presented and pass the second Horse Inspection, as per the FEI Veterinary Regulations. In addition, horses from the next two highest ranked combinations from each grade in the Individual Competition will be presented as reserve horses.

Date	Time	Event
25 August 2021	09:00 – 11:00	First Horse Inspection
26 August 2021	09:00	Re-inspection
30 August 2021	09:00 – 10:00	Second Horse Inspection

## Arena familiarisation

Two arena familiarisation sessions have been scheduled to allow all athletes to have the opportunity to familiarise themselves and their horses with the main Field of Play and its surroundings. Access to the arena familiarisation sessions is strictly by allocation only. Athletes will be informed of their allocated times at the appropriate Chefs d'Equipe meeting and through the SID.

Date	Time	Event
23 August 2021	15:00 – 22:00	Field of Play Familiarisation
25 August 2021	15:00 – 22:00	Field of Play Familiarisation

## Music submission

Copies of the music should be handed in to the Equestrian Park SID no later than at 12:00 on 24 August in a high-quality, industry-standard digital format (.wav is preferred; .mp3 is also acceptable with a CD backup).

The soundcheck will take place at 10:00 - 12:00 on 28 August 2021 and from 11:00 to 12:00 on 30 August 2021; further details will be provided at the appropriate Chefs d'Equipe meeting.

# Competition procedures

## Warm-up procedures and Call to competition

Athletes will be offered a structured warm-up procedure, migrating through a series of 60m x 20m dressage arenas. Tokyo 2020 anticipates that the numbers of athletes admitted to each of the respective arenas will be controlled and managed by FEI stewards. Alternative free training will be available in other areas.

Screens displaying the progress of the competition will be visible in an area next to the final warm-up area. Athletes will be called to the final holding area by FEI stewards and will be sent into Field of Play by the Arena Call-up steward.

## Final Warm-up Area (FWU)

Each athlete may be accompanied into the FWU by up to six individuals with accreditations. The Chef d'Equipe will be responsible for deciding who will enter the FWU with the athlete and for managing that group of people once they are inside the area.

Due to the limited space in the Final Holding Area (FHA), athletes and those accompanying them are asked not to enter the FHA until the preceding athlete has entered the Field of Play, and should leave the area as soon as possible after the athlete has competed and subsequently completed the necessary post-competition procedures. Tokyo 2020's intention is to provide athletes and team leaders with as much flexibility as possible when it comes to accessing the FHA. However, in the event that team leaders fail to manage their teams in accordance with the guidelines above, a strict management system will be imposed for all athletes and accompanying individuals.

## Kiss and Cry

The kiss and cry platform is located next to the athletes' entrance to the main Field of Play. Access to the platform will be limited in accordance with the policy that will be in place for the FWU/FHA (see above) and will be strictly limited to the period that the athlete is on the Field of Play. NPCs are asked to respect their fellow athletes and teams by vacating the platform immediately after their athlete has left the Field of Play. This will in the first instance be self-policing and must be strictly adhered to.

## Athlete, team official and owner seating

Seating is available for athletes, team officials and owners at a pre-designated area of the south-east grandstand. Access to the FWU/FHA will be restricted to a limited number of individuals associated with each competing athlete (see above). All other team officials, non-competing athletes and owners will be directed to the athlete and team official seating area.

# Post-competition procedures

## Competition information

All competition information such as start lists and results will be available from the SID at the Equestrian Centre.

Packs for the ground jury, dressage writers and computer operators will be available on competition days, two hours before the start of the competition. All personnel listed above must visit the SID at the Equestrian Centre to collect, check and sign for this pack, which will include paperwork relevant to that day, such as protocols and start lists.

## Leaving the field of play

When athletes leave Field of Play, they should proceed (mounted) directly to the area behind the Judges' tower within the FHA. At this point, they will be asked to dismount and will be accompanied to the Mixed Zone. The Mixed Zone is located on the south-west side of the Field of Play, where accredited media interview athletes after the competition.

All athletes which are required to pass through the Mixed Zone must do so. The horse can be cooled down in the equipment check tent located in the FHA, although unless required to stay for welfare reasons, the horses will be moved to the four cooling tents adjacent to Training Area A.

## Participation gifts

All Technical Officials who participate in the Paralympic Games Tokyo 2020 will receive a sustainable gift. The gift will consist of digital participation certificate and *furoshiki* (Japanese traditional wrapping cloth) from Tokyo Metropolitan Government bearing the dual emblems.

## 4. VENUE

# Key information

## Equestrian Park

2-1-1 Kamiyoga  
Setagaya-ku Tokyo  
Japan

Equestrian Park was also the Equestrian venue for Tokyo 1964 and is part of Tokyo 2020's Heritage Zone of venues. Equestrian Park is owned by Japan Racing Association, which is the national thoroughbred racing authority in Japan. All existing buildings and facilities at the venue have been upgraded for Tokyo 2020. The fields of play in Equestrian Park will be presented in accordance with FEI rules.

## Venue access

All personnel accessing the venue will be asked to go through a full accreditation and security check. Prohibited items are listed on page 65, although exceptions will be made for some accredited personnel bringing farriery, veterinary and physiotherapy kit bags into the venue. Transport will be provided between the hotel and the venue.

## Field of play (FOP)

Fields of play for all events will be presented in accordance with FEI rules.

## Stables and associated storage

All horses will be housed in the stables compound close to the field of play and training areas, with stabling organised by NPC. An experienced stable-management team will be available 24 hours a day to help team leaders, grooms and athletes with all matters relating to the stabling of the horses.

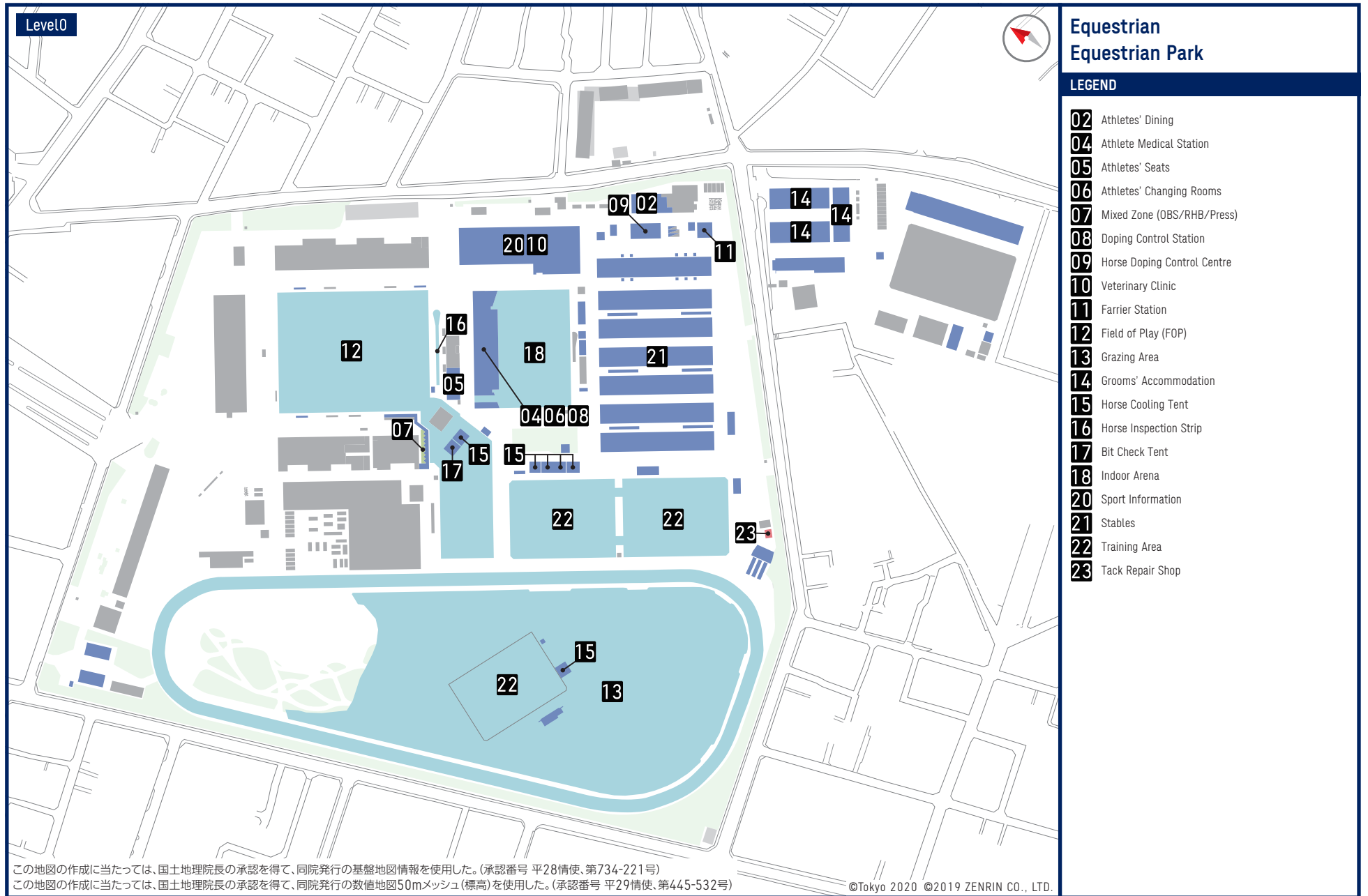
All stabling is located in permanent stable blocks, totalling 164 stables. All stables are drained and have rubber matting, air conditioner, lighting and access to power. A tack room will be allocated in a ratio of 1:2. In addition a total of 17 air conditioned storages for feeds are placed beside the stables.

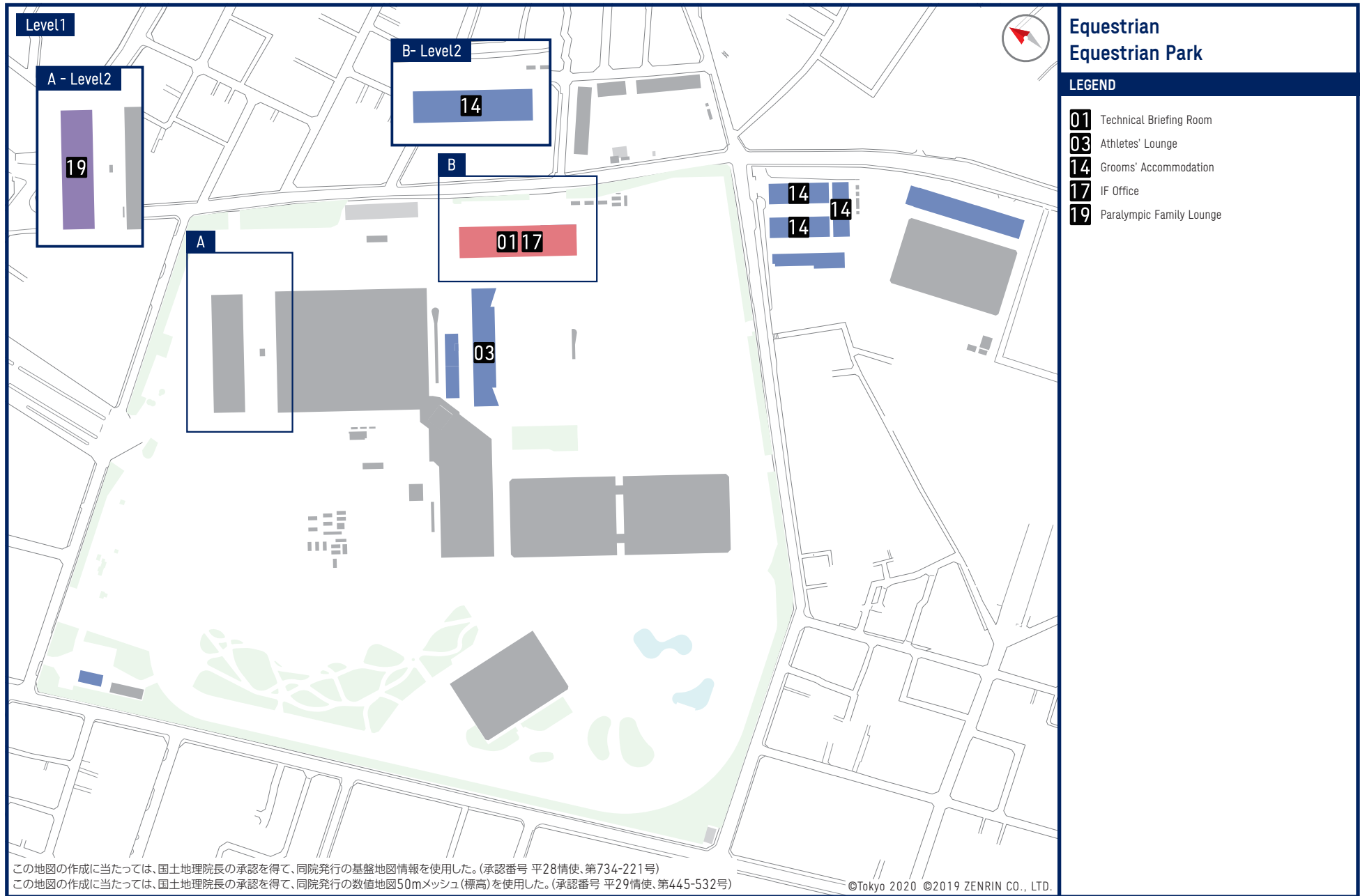
## Training and warm-up facilities

Training for the Equestrian competition will take place at Equestrian Park. Detailed training timetables will be drawn up by the FEI Chief Steward's office and will be available once the horses arrive in the stables. All training facilities will be approved by the FEI and will comply with Rule 50 and Bye-law to Rule 50 of the IOC Olympic Charter.



# Venue map





## Allocation/booking of training sessions

Training areas will be allocated to NPCs. Generally, training will start from around 06:00 and will usually finish by 21:00. The training schedule will be managed by the FEI stewards' office; copies will be available on demand at the SID. Please note that training times and dates are subject to change due to ongoing conversations with the IF and the NPCs. All enquiries and requests regarding training should be directed to the SID, which will refer the matter on to the FEI stewards' office if required.

### Training facilities

Equestrian Park, training facilities will include:

uncovered all-weather arenas:

two 70m x 52m;

one 65m x 45m;

one 65m x 35m;

one 500m<sup>2</sup> final holding area

grazing area of approximately 16,000m<sup>2</sup>

Indoor arena: 70m x 45m

## Venue facilities and services

### Food and beverage

A refreshment stations will be located at the Technical Officials' Lounge. The refreshments include tea, coffee, cold Coca-Cola beverages, whole fruit and snacks. These refreshments are generally available from 05:00 to 23:00.

### Technical Officials Venue Meal

Technical Officials working in the venue will receive the Meal, a hot meal in EQP. This will be served in the TO Lounge during the following meal periods. The meal period may be changed in advance, upon agreement between both IF and FNB.

MEAL	TIME
Breakfast	05:00 – 07:00
Lunch	12:00 – 14:00
Dinner	18:00 – 22:00 (two to three hours)

### Technical Officials' Lounge

Technical officials' lounge is located on the south side of the second floor of the Operation Centre.

### FEI facilities

The FEI offices are located close to the Competition Management offices on the second floor of the Operational Centre. The technical officials' coordinator will be based in the Technical Officials' office, next to the SID. Internet access will be available at these facilities.

## Sport Information Desk (SID)

The Sport Information Desk is located on the ground floor of the Operation Centre, which is the building right in front of the accredited person entrance in the closer side of the Main Arena (FOP). The SID is going to be open every day from 17 August between 05:30 and the last TA service.

## Medical services and facilities

Medical facilities will be provided at all competition venues. Athlete and spectator medical stations will be stocked with appropriate equipment, supplies and medication, and will be staffed by experienced medical staff. Ambulance units will be stationed at all competition venues during the competition period.

Athlete medical services have been planned in compliance with IF requirements and Paralympic regulations for the sport. Medical services will generally be available from the time athletes, team officials and technical officials arrive at the venue until the time they leave the venue.

Spectator medical services care for all other client groups, including spectators, workforce, media, sponsors, volunteers, contractors, VIPs and Paralympic Family. There will also be first responder teams circulating throughout the venue to respond to any medical situation that occurs.

### Field-of-Play response

Field of Play (FOP) response teams will provide first aid and emergency services to athletes and officials on the FOP should such services be required. If necessary, the patient will be retrieved from the FOP and transported to the athlete medical station, Polyclinic, or designated Games hospital as appropriate. The order of response on the FOP and any decision-making will differ in each venue in accordance with the rules of the respective IF.

## Venue Accreditation Office (VAO)

Equestrian Park (EQP)		
Services	OIAC/PIAC Distribution	No
	Pre-Valid Card Validation	Yes
	Lost/Stolen/Damaged OIAC/PIAC Replacement	Yes
	Help Desk	No
Paralympic Games Operation Dates and Times (Until 30 August)		
Non-competition days	08:30 – 16:30	
Training days	From 1.5 hours before the start of the training to 30 minutes after final team or athletes arrive	
Competition days	3.5 hours before the competition starts to the end of the ceremony or competition	

## Lost and found

All reports of lost items should be directed either to spectator information points or the SID. These are also the locations to which found items should be delivered.

# Veterinary and farrier services

17 August – 3 September 2020, 06:00 – 24:00 (emergency service will be available 24 hours)

The Veterinary Clinic is housed in a fully integrated building with dedicated front-of-house. For biosecurity reasons, the horses should not leave the venue. The clinic has surgical facilities for emergency surgeries to take place on site if necessary.

The veterinary Clinic offers the following facilities and services:

- dispensary
- complete blood count (CBC)/biochemistry
- emergency surgery facilities and padded recovery box
- endoscopy
- radiography
- ultrasonography
- stocks
- holding stables

Six treatment boxes will be available inside the Veterinary Clinic compound for team veterinarians in order to treat their horses if required, in accordance with 2020 FEI Veterinary Regulations. Team veterinarians are welcome to use these facilities by appointment and may review images in confidence, transfer files to disk and/or store images on a dedicated server in the veterinary clinic. Teams should note that the clinic does not have facilities for specialist imaging, such as scintigraphy or magnetic resonance imaging.

## Farrier facilities

17 August – 3 September 2021, 06:00 – 24:00 daily

The forge station at the Equestrian Park is purpose-tent and located adjacent to the Veterinary Clinic and close to the stables area. The forge station will be staffed during the hours listed above and provide the following functions:

- Two individual shoeing bays
- Use of full range of modern materials
- Forge that can be booked by team farriers
- Equipment support, advice and use of farrier facilities for team farriers
- Farriers services led by the Farriers Team Leader and a full team of support farriers at all venues will be available at all fields of play and training sessions

# Venue evacuation and emergency procedures

All personnel will be notified in the event of an evacuation. Please use the nearest available emergency exit route to the appropriate assembly point as directed.

# Venue weather information

At Games time, the Tokyo 2020 Weather Information Centre (WIC) will provide all outdoor and indoor venues with weather information. This information, or more specifically, real-time weather observation data and forecasts including temperature, humidity, wind, precipitation, WBGT etc. will be available on a dedicated website.

The website will require a username and password, and the operational details will be passed onto clients when the process is finalised.

The *Climate and Weather Guide for Tokyo 2020 Olympic and Paralympic Games*, which introduces the climate and weather conditions in Japan as well as historical weather data, has already been made available to all IFs.

# Heat countermeasures

Tokyo 2020 will provide heat countermeasures for athletes and technical officials according to the characteristics of sports and venues. Examples of some general heat countermeasures are listed below, while additional information will be provided for those sports which have their own sport-specific heat countermeasures.

- Changes made to competition schedules (some sports)
- Installation of air conditioners at Athlete Lounges and changing rooms
- Provision of sufficient water and ice
- Installation of heat countermeasure equipment such as spot coolers, mist fans etc.
- Provision of ice baths (some sports)
- Publishing Tokyo's historical weather information

## 5. TOKYO AND THE GAMES

# Tokyo 2020

Tokyo won the right to stage the Games of the XXXII Olympiad and the 2020 Paralympic Games on 7 September 2013. The Tokyo Organising Committee of the Olympic and Paralympic Games (Tokyo 2020) is a private, not-for-profit sports association that was officially formed on 24 January 2014. Spearheaded by Hashimoto Seiko as president, the organising committee is composed of members from various organisations including the Japanese Olympic Committee (JOC), Japanese Paralympic Committee (JPC), Tokyo Metropolitan Government (TMG) and the national government of Japan. Tokyo 2020 was assigned its mission by the International Olympic Committee (IOC) and International Paralympic Committee (IPC) and must follow their guidance, the Host City Contract, the Olympic Charter, the IPC Handbook, World Anti-Doping Agency (WADA) regulations and Japanese law. Tokyo 2020 works in cooperation with Olympic and Paralympic Worldwide Partners, Gold Partners, Official Partners and Official Supporters.

## Tokyo, then and now

Tokyo is a city with 400 years of history and tradition. Ever since the Edo Shogunate was established in 1603 it has developed as the centre of politics in Japan and at the beginning of the 18th century, it became one of the world's largest cities with a population of over 1 million people. After the Meiji Restoration, Tokyo became the capital of Japan. Although it was reduced to ashes twice; first by the Great Kanto Earthquake of 1923 and then by the bombings of the World War II, it was always able to rebuild itself and has continued to evolve. Tokyo maintains excellent public safety and a high-quality living environment. While the city disseminates cutting-edge technologies and new culture and trends such as anime and fashion to the world, the chic culture of Edo is still very much alive. Such a unique blend of tradition and sophistication is the allure of Tokyo. The city has many faces - if you leave the centre with its rows of skyscrapers and visit the suburbs, you will find beautiful scenery abundant with greenery and water. The islands in the Pacific Ocean, particularly the Ogasawara Islands which were added to UNESCO's World Heritage List in 2011, are yet another face of Tokyo.

©Tokyo Metropolitan Government

## Climate

Tokyo has a humid subtropical climate with warm, wet summers. From late July to early September, the average daily high is 29.2-31.1 degrees Celsius (84.6-88.0 degrees Fahrenheit) and the average low is 21.8-23.3 degrees Celsius (71.2-73.9 degrees Fahrenheit), with relative humidity ranging from approximately 60 per cent to approximately 80 per cent. The average monthly rainfall during August is 168 millimetres. Earthquakes perceptible to most people walking or stronger are rare, occurring on average less than once a year between 1998 and 2017 in Tokyo. For more extensive information please refer to the 'Climate and Weather Guide for Tokyo 2020 Olympic and Paralympic Games' on Tokyo 2020 Connect.



# Tokyo's Paralympic heritage

On 8 November 1964, the opening ceremony was held for the 1964 Paralympic Games at Oda Field in Tokyo's Yoyogi Park. Over five days of competition, 375 athletes from 21 nations and regions demonstrated their exceptional abilities in 144 events across nine sports. It was the first ever Paralympic Games held in Asia and was an enormous success. In conjunction with this momentous event, Tokyo experienced dramatic development from its post-war infrastructure, including the construction of the Metropolitan Expressway and the Tokaido Shinkansen railway (the original "bullet train"). This type of major progress in its capital served as a stepping-stone for an era of rapid economic growth in Japan and demonstrated to the world its miraculous restoration.

Tokyo will become the first city to host the Paralympic Games for the second time and the Games will serve as a wonderful opportunity to embrace diversity. People from all over the world, with and without impairments, will gather in Tokyo. The Tokyo 2020 Paralympic Games will enable many people to witness the dynamic and breath-taking performances of the Para athletes, gain a real understanding of the rights and dignity of all people, and serve as a catalyst for Japan to become a fully-inclusive society.

## Tokyo 2020 Paralympic Games in brief

Sports:  
22

Days of competition:  
12

Disciplines :  
23

Paralympic Village official opening:  
17 August 2021

Medal events:  
539

Opening ceremony:  
24 August 2021

Athletes:  
4,400

Closing ceremony:  
5 September 2021

Competition venues:  
21

# Competition venues

Many existing venues will be used for the Tokyo 2020 Paralympic Games including several legacy venues from Tokyo 1964. A total of 21 venues in Tokyo and around Japan will be used.

Tokyo 2020 venues are separated into three zones - Tokyo Bay Zone, Heritage Zone and Regional Zone. Tokyo Bay and Heritage Zones demonstrate our vision for the future, as well as the importance of respecting the legacy of the Tokyo 1964. The two connected zones appear on the map as an infinity symbol, which exemplifies Tokyo's infinite passion for athletes and sports and infinite potential to reach out to young people around the world. Tokyo 2020 will be the Games with "Infinite Excitement".

The Paralympic Village is located right in the centre of these two zones, symbolising the place of the athletes at the heart of the Tokyo 2020 Games.

The Regional Zone comprises of three venues ranging as far south as Izu peninsula in Shizuoka. These regional venues bring the Tokyo 2020 Paralympic Games in the hope of creating unforgettable memories, reactivating tourism and local economies, and leaving behind a rich sporting legacy for those outside of the greater Tokyo area.

With almost 60 per cent of the venues utilising existing facilities, Tokyo 2020 has embraced the Olympic Agenda 2020 to create a sustainable legacy for Japan's Olympic and Paralympic Games venues, while minimising construction costs. The existing venues, including some inherited from the Tokyo 1964 Games, have been modernised and refurbished to allow their legacy to be passed onto future generations. The new permanent venues herald a fresh, new legacy, bringing new facilities to the city centre. Last but not least, the temporary venues will be located in spectacular settings, offering incredible backdrops for athletes, spectators and broadcasters alike.

Hosted in one of the world's most exciting and innovative cities, which is home to some 35 million people, the Tokyo 2020 Games will fully integrate into Tokyo city life, and the whole city will act as an Paralympic park, providing a festive and celebratory atmosphere that engages and inspires spectators far and wide.

## Heritage Zone

- 1 Olympic Stadium  
Opening and Closing Ceremonies  
Athletics
- 2 Tokyo Metropolitan Gymnasium  
Table Tennis
- 3 Yoyogi National Stadium  
Badminton  
Wheelchair Rugby
- 4 Nippon Budokan  
Judo
- 5 Tokyo International Forum  
Powerlifting
- 6 Equestrian Park  
Equestrian
- 7 Musashino Forest Sport Plaza  
Wheelchair Basketball

## Tokyo Bay Zone

- 8 Ariake Arena  
Wheelchair Basketball
- 9 Ariake Gymnastics Centre  
Boccia
- 10 Ariake Tennis Park  
Wheelchair Tennis
- 11 Odaiba Marine Park  
Triathlon
- 12 Aomi Urban Sports Park  
Football 5-a-side
- 13 Sea Forest Waterway  
Canoe Sprint  
Rowing
- 14 Yumenoshima Park Archery Field  
Archery
- 15 Tokyo Aquatics Centre  
Swimming
- 16 Makuhari Messe Hall A  
Sitting Volleyball
- 17 Makuhari Messe Hall B  
Taekwondo  
Wheelchair Fencing
- 18 Makuhari Messe Hall C  
Goalball

## Regional Zone

- 19 Asaka Shooting Range  
Shooting
- 20 Izu Velodrome  
Cycling (Track)
- 21 Fuji International Speedway  
Cycling (Road)

# Paralympic Games Venues



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## HERITAGE ZONE

- |                                                     |                                             |                                                |                                                         |                                               |
|-----------------------------------------------------|---------------------------------------------|------------------------------------------------|---------------------------------------------------------|-----------------------------------------------|
| ① Opening and Closing Ceremonies<br>Olympic Stadium | ① Athletics<br>Olympic Stadium              | ② Table Tennis<br>Tokyo Metropolitan Gymnasium | ③ Badminton<br>Yoyogi National Stadium                  | ③ Wheelchair Rugby<br>Yoyogi National Stadium |
| ④ Judo<br>Nippon Budokan                            | ⑤ Powerlifting<br>Tokyo International Forum | ⑥ Equestrian<br>Equestrian Park                | ⑦ Wheelchair Basketball<br>Musashino Forest Sport Plaza |                                               |

## TOKYO BAY ZONE

- |                                               |                                      |                                               |                                     |                                               |
|-----------------------------------------------|--------------------------------------|-----------------------------------------------|-------------------------------------|-----------------------------------------------|
| ⑧ Wheelchair Basketball<br>Ariake Arena       | ⑨ Boccia<br>Ariake Gymnastics Centre | ⑩ Wheelchair Tennis<br>Ariake Tennis Park     | ⑪ Triathlon<br>Odaiba Marine Park   | ⑫ Football 5-a-side<br>Aomi Urban Sports Park |
| ⑬ Canoe<br>Sea Forest Waterway                | ⑬ Rowing<br>Sea Forest Waterway      | ⑬ Archery<br>Yumenoshima Park Archery Field   | ⑮ Swimming<br>Tokyo Aquatics Centre |                                               |
| ⑮ Sitting Volleyball<br>Makuhari Messe Hall A | ⑰ Taekwondo<br>Makuhari Messe Hall B | ⑰ Wheelchair Fencing<br>Makuhari Messe Hall B | ⑯ Goalball<br>Makuhari Messe Hall C |                                               |

## OTHER VENUES

- |                                    |                                    |                                                 |
|------------------------------------|------------------------------------|-------------------------------------------------|
| ⑱ Shooting<br>Asaka Shooting Range | ⑳ Cycling (Track)<br>Izu Velodrome | ㉑ Cycling (Road)<br>Fuji International Speedway |
|------------------------------------|------------------------------------|-------------------------------------------------|

PV Paralympic Village

IBC/MPC IBC/MPC Tokyo International Exhibition Centre (Tokyo Big Sight)

00 Competition Venue

Road Network  
 Motorway  
 Major urbanarterial network

Rail Lines  
 Japan railway  
 Private railway

# Essential information

## Time Zone

Tokyo is nine hours ahead of GMT, with no daylight-saving time. In summer, the sun rises between 04:30 and 05:00, and days stay light until around 19:30.

## Language

Standard Japanese is the main language in Japan, but Tokyo is becoming a much more foreigner-friendly city. Especially in the major tourist areas, English can be generally understood.

## Money

The yen (JPY, ¥) is the currency of Japan. Bills come in denominations of 10,000, 5,000, 2,000, and 1,000, although 2,000 bills are now rare. Coins come in denominations of 500, 100, 50, 10, 5 and 1.

## Banks and ATMs

If you want to withdraw money from your own account in yen, many international banks have at least one Tokyo branch, so check beforehand if yours does. Most major Japanese banks now accept international cards at their ATMs, as do the Japan Post Bank ATMs found in post offices. ATMs can also be found inside most convenience stores and shopping centres.

## Changing money

Money can be exchanged at currency exchange counters located mainly at banks, post offices, hotels and airports. As of 26 May 2021, USD1 = JPY108.81.

## Credit cards

Most major credit cards are accepted at major stores and facilities. When checking in to a hotel, they serve as identification in lieu of a cash deposit. Note, however, that some facilities do not accept credit cards at all, and others may accept only certain types, so carry some cash at all times. Tokyo 2020 is proud to accept only VISA payment cards (debit and credit) at shops and services within the Olympic and Paralympic venues.

## Tipping

There is no tipping culture in Tokyo, so the final bill you receive at cafes, bars and restaurants is the final price that you need to pay. In some restaurants, a fixed percentage service charge is added to the bill.

## Power

The voltage in Japan is 100V while the frequency is 50Hz/60Hz in Japan and 50Hz in Tokyo. Power in the Paralympic Village is supplied at nominal voltage of 100V with 15A sockets.

The sockets, as illustrated, will be used in all buildings and are compatible with A type plugs (the type with a two flat pins). Multi-region adaptors will not be provided to Village residents but will be available to purchase at nearby convenience stores. Foreign appliances will require adapters and/or transformers.



## Tap water

Tokyo's tap water is completely safe to drink and conforms to strict quality regulations. Bottled water is also available at convenience stores and out of the seemingly endless number of vending machines.

## Free Wi-Fi Services

Free Wi-Fi is becoming increasingly available throughout the city. Many major hotels, coffee shops, restaurants and public facilities offer a free Wi-Fi service. However, for guaranteed internet access wherever you roam, pocket- Wi-Fi devices are available for rent from kiosks at the airport or pick up a travel sim to fit into your existing phone.

### Tokyo Free Wi-Fi

Where: Around Tokyo

How: Select the 'FREE\_Wi-Fi\_and\_TOKYO' SSID, launch your web browser, tap "Access the Internet here" and follow the instructions on the screen.

### Metro Free Wi-Fi + Toei Subway Free Wi-Fi

Where: 210 subway stations in Tokyo

How: Select the 'Metro\_Free\_Wi-Fi' or 'Toei\_Subway\_Free\_Wi-Fi' SSID, launch your web browser, and follow the instructions on the screen.

Tokyo 2020 will provide Samsung smartphones to all Olympic and Paralympic athletes. The smartphone will have an NTT Docomo SIM card already included with the mobile phone's 4G/3G Mobile Internet access (2GB limit) and domestic calls.

## Telephone Service

The country code for Japan is 81. When calling from outside of Japan, dial the international dialing access code, which differs by country, then dial 81. If the number you wish to call starts with a zero, omit the zero and dial the rest of the number. When making an international call from Japan, dial the international dialing access code (010), then dial the country code of the country you are calling. If the number you wish to call starts with a zero, omit the zero and dial the rest of the number.

When you make a domestic call inside Japan, just dial the desired number.

## Emergency

### Emergency phone numbers

If you find yourself in need of assistance, dial the appropriate number from below:

Police **110**

Police (English) **03-3501-0110**

Fire emergency/ Ambulance **119**

Tokyo Metropolitan Medical Institution Information (09:00-20:00) **03-5285-8181**

The Japan Helpline (24-hour all-round emergency assistance) **0570-000-911**

### Useful Apps

In addition, Tokyo Metropolitan Government and Japan Tourism Bureau have also launched mobile device applications such as the "Tokyo Disaster Prevention App" and "Safety Tips".

### Local Police stations

On most street corners, small police boxes - known locally as "Koban" - support the local area. Drop in for directions, lost and found, or any traffic related incidents.

# Security

Tokyo 2020 is working with private and public security organisations to deliver a safe and secure Games.

## Security sweep and lockdown

Security sweeps will be carried out at all competition and some non-competition venues to ensure the venues are clear of prohibited or dangerous items that may threaten security of the venues and its occupants. Venues will be considered clean and locked down after the security sweep is complete.

Throughout the lockdown period, individuals and vehicles will need an accreditation (PIAC) or a Vehicle Access and/or Parking Permit (VAPP) to enter a venue, and they will need to go through confirmation of access authorities, identification, and security screening. These security procedures are in place to keep unauthorised persons and prohibited goods out of the venues.

Confirmation of access authorities and identity verification will be conducted through facial recognition system installed in Accreditation Check Point (ACP).

This system will detect the identification data retrieved from database through an IC chip installed in the accreditation card. The system will automatically compare the stored data and facial features captured by the dedicated terminal at ACP to confirm access authority and identification. The facial feature data will be generated from the facial image submitted in advance at the time of accreditation application.

Vehicles will undergo a security inspection at the Vehicle Screening Area (VSA). Before entering the venue, and the driver and passengers will need to get out of the vehicle and be screened at the adjacent PSA. Accreditation of the driver and passengers as well as the VAPP will be checked.

In addition, all logistics vehicles must be registered on the Master Delivery Schedule (MDS). The driver will need to present a valid IAC and a VAPP. Delivery goods are subject to be screened in advance and sealed. A Secure Load Pass is also required to access the venue. Delivery goods will not be screened again at the venue, but still the drivers and vehicles will be screened.

## Security at competition venues

Competition venues will be surrounded by a secure perimeter fence and CCTV (Closed Circuit Television), and an intrusion detection system will be in place. Security personnel will also patrol the competition venues 24 hours a day.

Pedestrians entering the competition venues will be required to go through an accreditation check and identity verification through facial recognition system and security screening by X-ray and metal detector at the PSA. The accreditation check and security screening will be conducted every time upon entering a competition venue.

## Security at training venues

Training venues are not subject to lockdown like competition venues. There will also be no PSA or VSA. Security personnel will patrol the training venues and pedestrians will be required to show their accreditation at the venue entrance.

## Transport and security

All TA buses will be equipped with tracking devices, enabling the transport system for athletes and team officials (TA) to be monitored during transit. The TA services between the Transport Mall at the Paralympic Village to and from competition venues will operate from within one secure perimeter to another in principle (clean-to-clean transport). When taking the TA vehicle to a competition venue, athletes and team officials can remain on the vehicle while the TA vehicle goes through a brief external screening at the VSA. However, athletes and team officials returning from competition and training venues to the Paralympic Village will need to exit the TA vehicle at the Transport Mall and go through the PSA to enter the Residential Zone. All vehicles other than TA vehicles must go through a security screening at the VSA. Drivers and passengers should get out of the vehicle and go through a security screening at the adjacent PSA.



## Prohibited and restricted items at venues

The list of prohibited and restricted items at Tokyo 2020 competition venues and the Paralympic Village is subject to change.

### Competition Venues

#### Legend

- × - Prohibited: Items NOT permitted to be brought into venues
- - Permitted: Items permitted to be brought into venues
- R - Restricted: Only indicated items permitted to be brought into venues
- T - Tools of the Trade: Only indicated items permitted to be brought into venues

No.	Items	Athletes-NOC/NPC	Workforce	Spectators
1	<b>Firearms and swords</b> ·Firearms, ammunition, knives ·Items which are prohibited by law	T ·Firearms and/or ammunition used for Games competitions	×	×
2	<b>Items that can be used as weapons</b> ·Blades such as cutters, scissors, razors etc. ·Tools such as hammers, wrenches, saws, screwdrivers ·Sharp instruments such as ice picks, eyeleters etc. ·Rod-like objects of 90cm or longer that can be used as weapons	R ·White canes or sticks to be used as walking aids ·Office supplies	R ·White cane or sticks to be used as walking aids ·Office supplies	R ·White cane or sticks to be used as walking aids ·Office supplies
3	<b>Explosives</b> ·Gunpowder, smoke canisters, warning flares, fireworks ·Items resembling an explosive device, ignition devices, lighters, matches	R ·Vehicle-mounted warning flares ·Lighters and matches for personal use	R ·Vehicle-mounted warning flares ·Lighters and matches for personal use	R ·Vehicle-mounted warning flares ·Lighters and matches for personal use
4	<b>Poisons, drugs, hazardous substances</b> ·Items which may infringe on the Poisonous and Deleterious Substances Control Act ·Narcotics, stimulants and other controlled drugs or similar items ·Items corresponding to hazardous materials under the the Fire Service Act ·Specified chemical substances, etc. ·Items prohibited by the High Pressure Gas Safety Act ·Stimulanting substances, tear gas ·Other harmful substances such as hydrogen fluoride ·Paint	T ·Medicines for the treatment of athletes ·Items used for repairing sports equipment	×	×
5	<b>Alcoholic beverages</b>	×	×	×

No.	Items	Athletes NOC/NPC		Workforce	Spectators		
6	Food	R	·Food for personal consumption	R	·Non-perishable food for personal consumption ·Food for personal consumption only in the following cases: - During work shift hours when meals cannot be provided by Tokyo 2020 - Meals provided by Tokyo 2020 cannot be consumed due to accepted circumstances (faith, allergy, etc.)	R	·Non-perishable food for personal consumption
7	Beverages	R	·Non-alcoholic beverages contained in non-glass bottle	R	·Non-alcoholic beverages up to 2 litres per person contained in plastic bottle/water bottle	R	·Non-alcoholic beverages up to 750ml per person contained in plastic bottle/water bottle (up to 1 bottle per person)
8	Ice, ice packs ·Ice ·Ice packs of more than 400 millilitres ·Ice packs which are hard when frozen and can be used as weapons.	○	○	R	·Ice in water bottles ·Ice pack of less than 400 millilitres which is soft even when frozen	R	·Ice in water bottles ·Ice pack of less than 400 millilitres which is soft even when frozen
9	Flammable substances ·Fuel, flammable liquids	T	·Items for repairing sports equipment	T	·Fuel brought in by suppliers or caterers	×	×
10	Gas cylinders and similar items ·Gas cylinders and similar items ·Fire extinguishers and other compressed gas cylinders	R	·Portable oxygen cylinders for medical use ·Vehicle-mounted fire extinguishers	R	·Portable oxygen cylinders for medical use ·Vehicle-mounted fire extinguishers	R	·Portable oxygen cylinders for medical use ·Vehicle-mounted fire extinguishers
11	Animals	R	·Service dogs	R	·Service dogs	R	·Service dogs
12	Pharmaceuticals ·Pharmaceuticals ·Liquid, aerosols, gel-like medicines	R	·Appropriate amount for personal use ·Medicines and medical equipment carried by IF doctors or by doctors / medical staff accompanied by NOC / NPC personnel	R	·Appropriate amount for personal use	R	·Appropriate amount for personal use

No.	Items	Athletes NOC/NPC		Workforce		Spectators	
13	<b>Cream and lotion such as sunscreen, etc.</b> ·Sunscreens, insect repellents ·Creams, lotions	○	○	○	○	R	·Appropriate amount for personal use ·Liquid in containers up to 100ml per person
14	<b>Aerosol spray</b>	○	○	○	○	×	×
15	<b>Containers</b> ·Glass containers ·Cans ·Paper cartons ·Aluminium containers ·Plastic bottles ·Water bottles	R	·Cosmetic containers made of glass for personal use ·Plastic bottles ·Water bottles	R	·Cosmetic containers made of glass for personal use ·Plastic bottles / water bottles up to 2 litres per person	R	·Plastic bottle / water bottle up to 750ml per person
16	<b>Unauthorised wireless devices</b> ·Unauthorised wireless radio devices ·Jamming devices ·Radio scanners ·Drones	R	·Use of unauthorised wireless routers inside venues is prohibited	R	·Use of unauthorised wireless routers inside venues is prohibited	R	·Use of unauthorised wireless routers inside venues is prohibited
17	<b>National flags of countries not participating in the Games</b>	×	×	×	×	×	×
18	<b>Flags that are larger than 1x2m</b>	○	○	×	×	×	×
19	<b>Political, religious, vulgar messaging, trademarks etc.</b> ·Advertising materials, signs, banners, etc. that include a religious or political message, or are deemed contrary to public order or morality ·Ropes, placards and other items that can be used for demonstrations in the venues	×	×	T	·Equipment used for Games operations	×	×
20	<b>Bicycles</b>	○	○	×	×	×	×
21	<b>Unauthorised flyers, pamphlets, promotional materials</b> ·Commercial items that can be used for ambush marketing	×	×	×	×	×	×
22	<b>Large-scale luggage items</b>	○	○	○	○	R	·Luggage with a capacity of less than 25 litres with soft material
23	<b>Umbrellas</b> ·Stick umbrellas ·Umbrellas with sharp pointed ends	○	○	○	○	R	·Folding umbrellas ·Long umbrellas can only be brought into venues designated by the Tokyo 2020 Organising Committee

No.	Items	Athletes NOC/NPC		Workforce		Spectators	
24	Chairs including folding chairs	○	○	×	×	R	·Can only be brought into venues designated by the Tokyo 2020 Organising Committee
25	<b>Items which may interfere with the operations of the Games</b> ·Whistles, vuvuzelas, air horns, musical instruments etc., instruments that produce excessive noise ·Laser pointers ·Confetti or paper to be used as confetti ·Sports equipment and accessories ·Sprays, water-guns	R	·Sports equipment and accessories for the items	T	·Laser pointers to be used by contractors in meetings	×	×
26	<b>Photographic devices</b> ·Camera lenses of 30cm or longer ·Tripods and monopods for cameras ·Stepladders of 30cm or higher	○	○	×	×	×	×

# Sustainability

The Tokyo 2020 Organising Committee of the Olympic and Paralympic Games values the concept of sustainability and aims to share ideas around the world on how to actively contribute to a sustainable society.

The sustainability concept of the Games is “Be better, together - for the planet and the people”. Tokyo 2020 aims to contribute to the realisation of the United Nations Sustainable Development Goals by implementing and showcasing sustainability solution models in Japan; this will be done through the delivery of the Games for the future of the earth and its people.

Tokyo 2020 will share sustainability knowledge and best practices to future Olympic and Paralympic Games hosts and event organisers, in Japan and overseas.

Tokyo 2020 athletes have an important involvement in this project. This is a once-in-a-lifetime opportunity to showcase the efforts being made regarding climate change, resource management, biodiversity, human rights, diversity and inclusion and social engagement.

With this in mind, Tokyo 2020 appreciates your cooperation, for example, in turning off lights when leaving a room, turning off engines while vehicles are parked or stopped, and in promoting diversity and inclusion within your teams and at Tokyo 2020 venues.

Tokyo 2020 would also like to advise clients to comply with relevant laws prohibiting the international trade of endangered species. In particular, be aware that exporting ivory from Japan is illegal despite it being domestically available.

Tokyo 2020 aims to recycle resources thoroughly, with the aim of “zero waste”. Garbage bins will be provided to allow waste separation at the Paralympic Village, competition, and non-competition venues. Tokyo 2020 will promote waste separation to maximise the recycling of resources. Visitors to the Paralympic Games should look at the labels on garbage bins when discarding waste.

Leave no leftover food, do not waste water and bring your own eco bag, in the true Japanese *mottainai* spirit.

*Mottainai* means “waste is regrettable” and embodies the motto of reduce, reuse and recycle. There is a *mottainai* spirit in Japan, which from long ago has encouraged Japanese people to use things up to avoid waste.

# Paralympic Village



## Operations

- Super Resident Centre (24 hours)
- Resident Centre (07:00-22:00)
- Laundry Desk
- Grab and Go Stations
- 1** NPC Services Centre

1st Floor : Sport Information Centre  
 2nd Floor : Chefs de Mission Hall, FA Desks, Front Desk  
 NOC/NPC Relations Offices, IPC NPC Relations Office  
 M2nd Floor : Sewing Room(Judo, Karate)  
 4th Floor : Services Centre Meeting Room

- 2** Multi-Function Complex
- 1st Floor : Polyclinic, Doping Control Station
- 2nd Floor : Recreation Centre, Casual Dining
- 3rd Floor : Fitness Centre,  
Multi-faith Service Management Office
- 3** Village Plaza (For details, see the list at the right)
- 4** Village Plaza Annex
- 5** Guest Pass Centre, Venue Media Centre
- Fever Clinic, Area for Testing of Close Contacts
- Sample Collection Centre

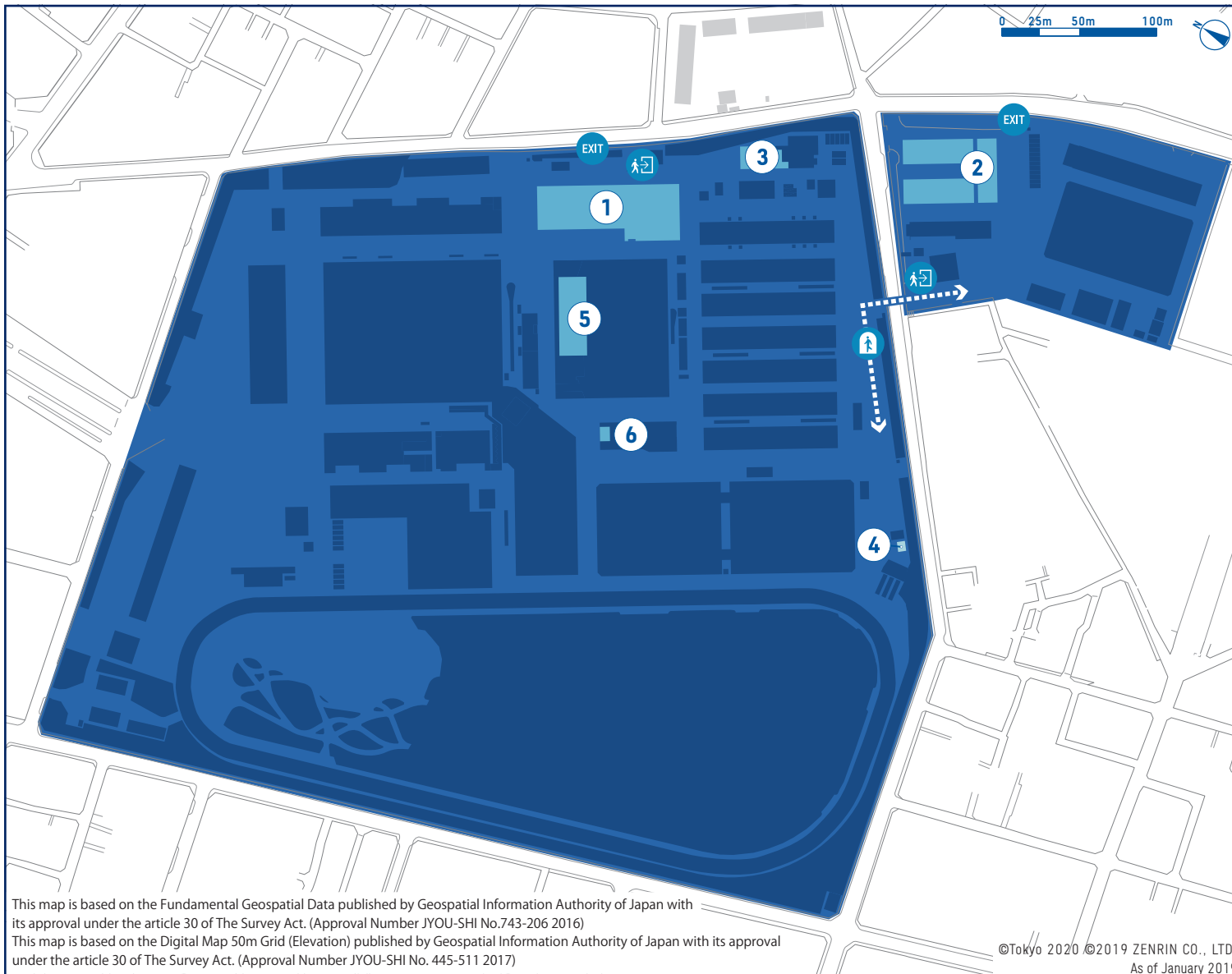
- 6** Team Processing Centre
- The Paralympic Agitos
- Toilets
- Accessible Toilet
- Underpass
- Internal Shuttle Bus Stop
- Internal Shuttle Bus Route
- Entrance / Exit
- Residents' Entrance
- Building Entrance

- Residential Block : PORT
- Residential Block : SEA
- Residential Block : PARK
- Residential Block : SUN

## Village Plaza Shops & Services

- Plaza Information & Tokyo City Information
- Bank
- ATM
- Hair Salon
- Official Shop
- General Store including florist
- Photo Studio
- Dry Cleaner
- Courier Counter
- Postal Services
- Village Plaza Café & Internet Lounge w/ Call Centre
- Galaxy Athlete Lounge
- Athletes' Room Replica
- Japan Culture Stadium
- Medical Station
- Ottobock Repair Service Centre (Village Plaza Annex)
- ASICS Service Centre  
(Including Uniform Distribution Centre) (Village Plaza Annex)

# Paralympic Grooms' Accommodation - Overview



- ① Accommodation 1  
1st Floor: Resident Desk, Laundry Room-Men  
2nd Floor: Recreation Room, Internet Lounge  
3rd Floor: Rooms, Lounge, Laundry Room -Women
- ② Accommodation 2  
1st and 2nd Floors: Rooms, Lounge, Laundry Room
- ③ Athletes' Dining Room
- ④ Saddlery Repair Shop
- ⑤ Athletes' Lounge
- ⑥ Concession Stand
- 🚶 Entrance
- EXIT Exit
- 🚶 Underpass

This map is based on the Fundamental Geospatial Data published by Geospatial Information Authority of Japan with its approval under the article 30 of The Survey Act. (Approval Number JYOU-SHI No.743-206 2016)  
 This map is based on the Digital Map 50m Grid (Elevation) published by Geospatial Information Authority of Japan with its approval under the article 30 of The Survey Act. (Approval Number JYOU-SHI No. 445-511 2017)

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 As of January 2019

# Tokyo 2020 - Paralympic Daily Competition Schedule 2021 v5.00

Venue	Sports/Discipline		0	1	2	3	4	5	6	7	8	9	10	11	12	Note
			24 Aug Tue	25 Aug Wed	26 Aug Thu	27 Aug Fri	28 Aug Sat	29 Aug Sun	30 Aug Mon	31 Aug Tue	1 Sep Wed	2 Sep Thu	3 Sep Fri	4 Sep Sat	5 Sep Sun	
Olympic Stadium	Opening and Closing Ceremonies															
	Athletics	(Track & Field)				🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅		
	Athletics	(Marathon)													🏅	
Tokyo Metropolitan Gymnasium	Table Tennis						🏅	🏅	🏅			🏅	🏅			
Yoyogi National Stadium	Badminton													🏅	🏅	
	Wheelchair Rugby							🏅								
Nippon Budokan	Judo					🏅	🏅	🏅								
Tokyo International Forum	Powerlifting				🏅	🏅	🏅	🏅	🏅							
Equestrian Park	Equestrian				🏅	🏅	🏅	🏅	🏅							
Musashino Forest Sport Plaza	Wheelchair Basketball															
Ariake Arena	Wheelchair Basketball													🏅	🏅	
Ariake Gymnastics Centre	Boccia										🏅			🏅		
Ariake Tennis Park	Wheelchair Tennis										🏅	🏅	🏅	🏅		
Odaiba Marine Park	Triathlon						🏅	🏅								
Aomi Urban Sports Park	Football 5-a-side													🏅		
Sea Forest Waterway	Canoe												🏅	🏅		
	Rowing							🏅								
Yumenoshima Park Archery Field	Archery						🏅	🏅	🏅	🏅		🏅	🏅	🏅		
Tokyo Aquatics Centre	Swimming			🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅			
Makuhari Messe Hall A	Sitting Volleyball													🏅	🏅	



Venue	Sports/Discipline		0	1	2	3	4	5	6	7	8	9	10	11	12	Note
			24 Aug Tue	25 Aug Wed	26 Aug Thu	27 Aug Fri	28 Aug Sat	29 Aug Sun	30 Aug Mon	31 Aug Tue	1 Sep Wed	2 Sep Thu	3 Sep Fri	4 Sep Sat	5 Sep Sun	
Makuhari Messe Hall B	Taekwondo															
	Wheelchair Fencing															
Makuhari Messe Hall C	Goalball															
Asaka Shooting Range	Shooting															
Izu Velodrome	Cycling	Track														
Fuji International Speedway	Cycling	Road														

This competition schedule is subject to amendments up until the conclusion of Olympic Games Tokyo 2020.



The Worldwide Paralympic Partners



Tokyo 2020 Paralympic Gold Partners



Tokyo 2020 Paralympic Official Partners



Tokyo 2020 Paralympic Official Supporters

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International  
Olympic  
Committee



INTERNATIONAL  
PARALYMPIC  
COMMITTEE



TOKYO 2020

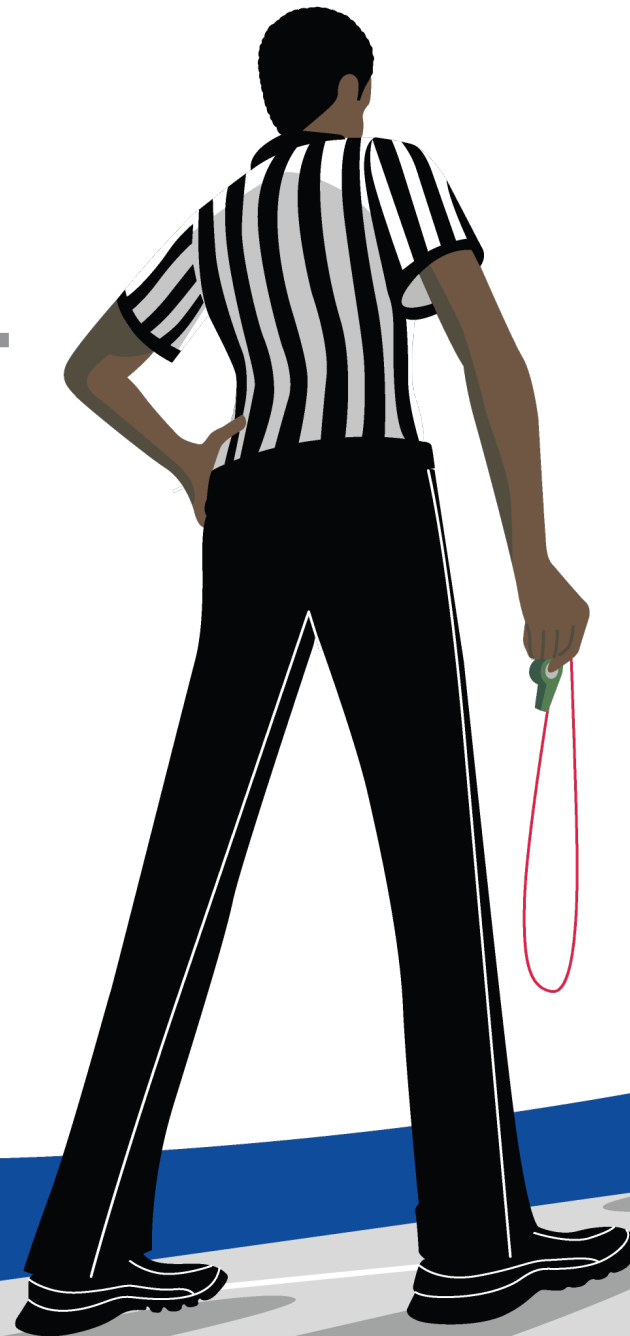


TOKYO 2020  
PARALYMPIC GAMES

# THE PLAYBOOK

## INTERNATIONAL FEDERATIONS

Your guide to a safe  
and successful Games



June 2021  
Version 3



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⊕ Throughout the Playbook, this symbol indicates important updates since the last version

# WHO IS THIS PLAYBOOK FOR?

Executive Board members	(IF)
IF Delegates	(IF)
IF ITOs, Classifiers, Judges and Jury members	(J)
National Technical Officials	(J)
Equipment Technicians	(IF)
IF Full Time Senior Staff	(IF)
IF Staff	(IF)
Head of Media	(IF)
IF Media Staff - for Paralympic Games	(IF)
IF Medical Officer	(IF)
IF Chief Classifier - for Paralympic Games	(IF)
Transferable Participants (formerly Transferable Guests)	(IF)





# STRONGER TOGETHER

This version of the Playbook is published with just over one month to go to the Olympic Games and two months until the Paralympic Games Tokyo 2020. Qualification is coming to an end; the first athletes have already arrived in Japan for training and they're getting ready for the competition that marks the pinnacle of their career.

The International Olympic Committee (IOC), International Paralympic Committee (IPC), Tokyo 2020 Organising Committee (Tokyo 2020), the Tokyo Metropolitan Government (TMG) and the Government of Japan continue to work tirelessly alongside the world's leading experts in health and sport event delivery to finalise and put in place the necessary COVID-19 countermeasures that will enable the Games to take place safely. These build on the extensive experience of all International Federations in delivering safe international competitions over recent months.

These 'safety first' rules are there to protect you, all Games participants and the people of Tokyo and Japan. As International Federations, you play a fundamental role in the delivery of the Games: you are on the Field of Play and have frequent contact with athletes and team officials.

But the success of the Games depends on every single one of us taking responsibility for following the Playbook at all times – starting now.

Please make sure you read this Playbook carefully and understand how it applies to you – including screening testing, restrictions on where you can go, who you should spend time with, hygiene, mask wearing and physical distancing measures. Most of you have great experience in operating in these conditions, however a number of points will be specific to these Games.

Your COVID-19 Liaison Officer (CLO) has been appointed and will be providing you with ongoing support. Ask them if you have any questions or concerns. Further detailed documents, as well as online Q&As, will continue to be available as we get ever-closer to the Games.

We know that overcoming the continued challenges will require flexibility and commitment to follow the measures outlined in the Playbook. We want to thank you sincerely for your resilience and solidarity as you continue to live the values of Excellence, Respect and Friendship. **#StrongerTogether** we will experience and deliver Games like no other.

See you at the Games.

**Kit McConnell**  
IOC Sports Director

# PRINCIPLES

The COVID-19 countermeasures described in the Playbook are designed to create a safe Games environment for all Games participants. Equally, they offer an additional layer of protection for our hosts, the residents of Japan. You must fully adhere to the Playbook in the 14 days before you travel, throughout your journey and throughout your time in Japan – keeping your interaction with non-Games participants to a minimum.



# MASK WEARING

**Wear a face mask at all times to protect you and everyone around you.** Masks help prevent the spread of COVID-19, as they catch droplets exhaled by an infected person. By wearing a face mask at all times – except when eating, drinking or sleeping – you’ll help keep the Games safe for everyone.





# MINIMISE PHYSICAL INTERACTION

COVID-19 is transmitted through infected droplets in our breath exhaled by coughing, sneezing, talking, shouting or singing – and is passed from person to person when we are in close contact. The risks of catching COVID-19 grow in crowded, poorly-aired spaces and when we spend time in proximity to those who are infected with COVID-19. That is why it is important to minimise social interaction, wear a mask, and avoid the 3Cs: spaces that are confined/enclosed, crowded or involve close contact.

#1



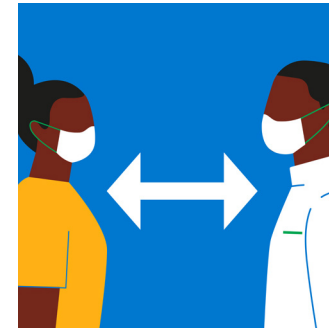
Keep physical interactions with others to a minimum (and don't forget to wear your mask!)

#2



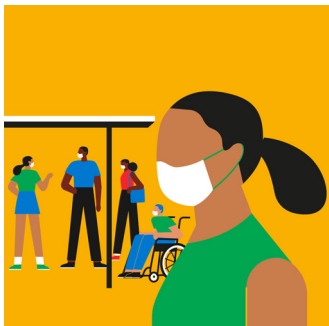
Avoid physical contact, including hugs and handshakes

#3



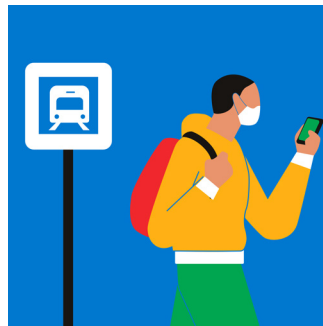
Keep two metres' distance from athletes and at least one metre from others, including in operational spaces

#4



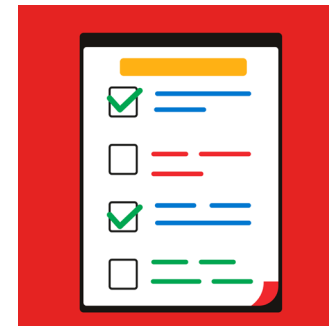
Avoid enclosed spaces and crowds where possible

#5



Use dedicated Games vehicles. Do not use public transport unless it is the only option to reach certain locations such as remote venues

#6

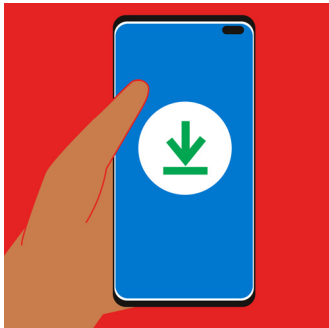


Only carry out the activities submitted in your Activity Plan, at places on the list of permitted destinations

# TEST, TRACE AND ISOLATE

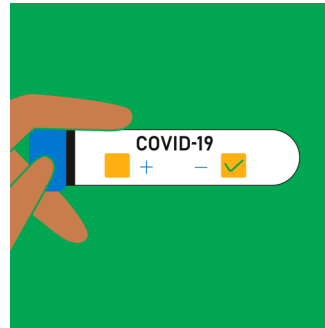
To stop the spread of COVID-19, it is vital to break the chain of human-to-human transmission. That is why it is important to have stricter protocols to identify who has the COVID-19 virus as early as possible, through testing; to understand who the virus might have been passed to, through contact tracing; and to use isolation and quarantining to stop the virus from spreading further.

#1



Download Japan's health reporting application, 'Online Check-in and Health report App' (OCHA) and smartphone Contact Confirming Application (COCOA), and familiarise yourself with any other technology solutions which may be used to support COVID-19 countermeasures

#2



Get tested and provide proof of negative results before you depart for the Games. You will be tested again when you arrive at the airport in Japan

#3



Have regular screening tests for COVID-19 during the Games, as required for your role

#4



Get a test if you experience any symptoms or are told to by the Japanese health authorities. If your test is positive, you will need to isolate

## Who is a close contact?

Close contacts are those who have prolonged contact (for 15 minutes or more) with a person who has a confirmed positive COVID-19 test, within one metre, without wearing a face mask. This is particularly applicable when such contact happens in enclosed spaces such as hotel rooms or vehicles.

Close contact cases will be confirmed by the Japanese health authorities, based on information provided by you, your organisation and Tokyo 2020.

# THINK HYGIENE

COVID-19 can live on everyday surfaces through droplets exhaled by an infected person. If we touch those objects with our hands and then touch our eyes, nose or mouth, we run the risk of becoming infected. That is why we must not forget the basics of good hygiene – regularly and thoroughly cleaning our hands, disinfecting surfaces, avoiding touching our face, and wearing a face mask at all times. Please practise thorough hygiene measures as outlined below throughout your stay in Japan.

#1



Wear a face mask  
at all times

#2



Wash your hands regularly  
and use hand sanitiser  
where available

#3



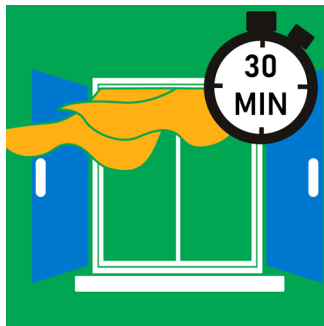
Support athletes by  
clapping instead of  
singing or chanting

#4



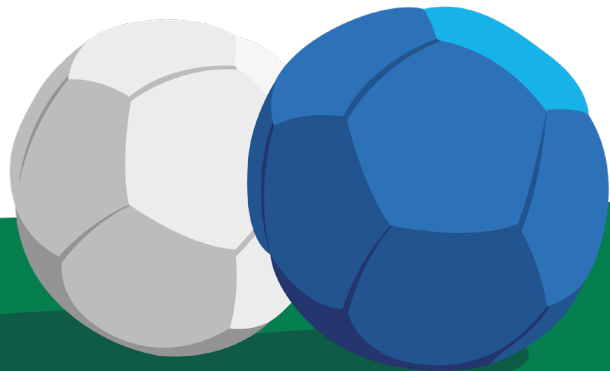
Avoid using shared  
items where possible,  
or disinfect them

#5



Ventilate rooms  
and common spaces  
every 30 minutes

# YOUR JOURNEY



# INTRODUCTION

The Playbooks are the basis of our game plan to ensure all Olympic and Paralympic Games participants and the people of Japan stay safe and healthy this summer. They have been developed jointly by Tokyo 2020, the IOC and the IPC in close collaboration with the Government of Japan and the Tokyo Metropolitan Government (TMG). They are also based on the extensive work of the All Partners Task Force and collaborations with scientific experts and organisations from across the world.

This Playbook sets your responsibilities as an International Federation (IF) representative, and should be considered alongside wider information received from your IF (for example, the 'Technical Officials' Guide, 'Late Athlete Replacement Policy' etc.). They will be regularly updated as necessary between now and the Games.

The rules apply in the same way to every IF, regardless of your sport or where you are living – just as they apply to all other Games participants.

Please take time to understand the plans, the steps you must take and the rules you must follow. It's crucial that you take personal responsibility for your part in the plan: as an IF representative, you play a critical role in the delivery of a safe Games. Your actions will be crucial to set the standard for other participants.

## COVID-19 Liaison Officers (CLOs)

All CLOs have been appointed. Your CLO should have introduced themselves to you as they will be responsible for helping you complete all the necessary documentation before you travel to Japan. They will be in contact with you regularly using your organisation's standard communication channels; ask them if you have any questions or concerns about the Playbook. Your CLO is responsible for ensuring that you understand the contents of and the importance of complying with this Playbook.

The CLOs will be provided with detailed guidance and further information for their role and will work alongside the Tokyo Infectious Diseases Control Centre (IDCC) and the IOC/IPC COVID-19 Support Unit (ICSU).

It is requested that the CLO be on-site in Japan for the full duration of your delegation's stay.

## + COVID-19 support: IDCC and ICSU

- IDCC is coordinating the COVID-19 operations before, during and after the Games, acting as the information hub. They will manage decisions in the case of positive or inconclusive COVID-19 test results – for both those who are infected and confirmed close contacts
- ICSU is working alongside the IDCC, helping Tokyo 2020 and international Responsible Organisations (RO) operate in the context of COVID-19. ICSU will assist Tokyo 2020 to support CLOs and the Results Advisory Expert Group (RAEG) (see page 56), and resolve COVID-19 related matters as required, including alleged infringements of the Playbook. See pages 66-67 for more information

# INTRODUCTION

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## **Sport-specific countermeasures**

You can find an overview of the general principles that apply to sport countermeasures at the Games on page 50. Sport-specific countermeasures are detailed in an annex to the 'Team Leaders Guide' and 'Technical Officials Guide'.

## **When do the rules apply?**

As outlined in each section, rules apply in the 14 days before you travel, during your journey, throughout your time in Japan and until your arrival at home – including wearing a face mask at all times, washing your hands and using hand sanitiser regularly.

This Playbook describes the measures for entry to Japan from 1 July. Those entering Japan with a Pre-Valid Card (PVC) must comply with the Government of Japan measures required at the time. A PVC is a valid entry document, in conjunction with the other documents listed in this Playbook. See 'Before you travel', page 13.

The Playbook measures will be implemented progressively as we get closer to the Games; your IF will be provided with details of the dates.

## **Rules are subject to change**

This Playbook is written under the current understanding of the IOC, IPC and Tokyo 2020, based on the current measures and requirements in force in Japan and the foreseen situation at the time of the Olympic and Paralympic Games.

Changes may need to be made to countermeasures in the future, in collaboration with the Government of Japan and the TMG, to ensure any other evolution of conditions and regulations in Japan are fully taken into account.

Border measures may be strengthened upon entry to Japan, in relation to the handling of COVID-19 variants of concern. The Government of Japan may implement additional restrictions, for Games participants from designated countries. Please work with your CLO to keep up to date with the latest information.

# BEFORE YOU TRAVEL

## ⚠ Read this Playbook thoroughly

Before you travel, make sure that you have understood the Playbook and the importance of fully complying with the rules contained within. See 'Compliance and consequences,' page 66.

- **Support from your CLO before you travel**

- Your CLO is responsible for ensuring that you comply with the Playbook
- They'll help you if you have problems downloading or installing required smartphone apps
- They'll submit your Activity Plan to Tokyo 2020 and supply you with the 'Written Pledge' if needed
- They'll help you prepare a list of regular contacts for your time in Japan
- If you test positive for COVID-19 before your departure, inform your CLO immediately
- If you have any questions or concerns about any of the measures, now is the time to ask!



# BEFORE YOU TRAVEL

Your journey does not begin at the airport. Ensure you take time to read and understand this version of the Playbook thoroughly. If you have any questions, contact your IF or CLO well in advance before the Games.

The rules related to entry to Japan are in accordance with Japanese authorities' requirements. They apply from 14 days before your travel and throughout your journey to Japan; it's important to adopt the right mindset in this period.

Further changes may be made to procedures for entry into Japan in collaboration with the Government of Japan, based on the latest situation.

- **You will be required to have medical treatment and repatriation insurance (including cover for COVID-19) covering the entire period of your stay in Japan**
  - For IF and J accreditation categories, Tokyo 2020 will provide such insurance for the period between the Village pre-opening and closing dates (Olympic Village: July 7 – August 11, Paralympic Village: August 15 – September 8). Please note that this insurance only covers costs incurred in Japan
- ⊕ **Enter your flight information into the 'Arrivals and Departures Information System' (ADS)**
  - If you're unable to obtain seats on preferred flights to Japan, please submit desired flight details through ADS as a request. Tokyo 2020 will use this information to work with the Government of Japan and airlines to secure additional seats where possible
  - If there are changes to any of your planned flights, enter your updated flight information in ADS immediately



# BEFORE YOU TRAVEL

- ④ **You are strongly encouraged to stay in official accommodation provided by Tokyo 2020**
  - IF Delegates, ITOs, Classifiers, IF Chief Classifiers, Judges, Jury members and NTOs must stay in accommodation provided by Tokyo 2020 (with rooms occupied by one person only)
  - Self-arranged accommodation facilities will need to be certified by Tokyo 2020 to ensure that they comply with the accommodation guidelines, which stipulate the requirements for COVID-19 countermeasures and movement restrictions. Tokyo 2020 will work with respective local municipalities/health authorities to obtain their understanding and cooperation
  - Confirm with your CLO that your accommodation is approved/certified by Tokyo 2020 before including it in your Activity Plan
  - In principle, private lodgings, private homes and accommodation facilities used by a very limited number of stakeholders cannot be recognised as accommodation facilities meeting the requirements, unless certified by Tokyo 2020. It would be difficult to thoroughly avoid contact with residents of Japan and/or those from overseas who have been in Japan for more than 14 days at these facilities
- If you are required to change accommodation that you have already booked in order to comply with the guidelines, Tokyo 2020 will find suitable new accommodation for you
  - In principle, the new accommodation will be provided at reasonable rates. All parties will discuss in good faith to find the best possible solution from an operational and financial standpoint
  - Accommodation facilities will be supervised on a regular basis to ensure the locations and guests follow the accommodation guidelines and meet the requirements of COVID-19 countermeasures and movement restrictions
- **Monitor your health daily for the 14 days before arrival in Japan**
  - Take your temperature daily
  - Proactively monitor your personal health for any other COVID-19 symptoms. [See WHO guidelines on COVID-19 symptoms](#)
- **If you experience any symptoms of COVID-19 in the 14 days before arrival**
  - Do not travel to Japan
  - Consult with a medical professional for next steps
  - Inform your CLO
- **Make sure you have a Pre-Valid Card (PVC),** which will be validated to become your Olympic Identity and Accreditation Card (OIAC)/Paralympic Identity and Accreditation Card (PIAC)
  - In the exceptional case that your PVC has not arrived five days before your departure, contact the Tokyo 2020 PVC Support Desk via your CLO. They will obtain an Invitation letter for you to use for entry. Bring the Invitation letter in addition to all the necessary documents when you enter Japan

# TEST, TRACE AND ISOLATE

- **Complete an Activity Plan\***

- Work with your CLO to finalise your planned and possible destinations
- They will submit your plan to Tokyo 2020 for approval by the Japanese authorities
- It will be very difficult to request changes once approved, so it is important to be as comprehensive as possible when submitting
- If your date of entry changes due to unavoidable circumstances, such as change of flight, immediately contact your CLO to ensure the updated information is reflected in the Activity Plan

\*More information on the Activity Plan template and details of timing for submitting the plan have been communicated to your IF

- **Your Activity Plan must include:**

- Personal information (name, registration number of accreditation card, flight number, date of entry to Japan, arrival airport in Japan, country of departure, planned date of departure, sex, date of birth, nationality, passport number, IF, etc.)
- Accommodation address
- All planned and possible destinations – restricted to official Games venues and limited additional locations, as defined by the list of permitted destinations
- If you must use public transport (air and bullet trains): date, time and reason

- **Make sure you know the latest information on COVID-19 testing and certificates needed by your airline, for any transit countries and for entry into Japan. [See advice of the Government of Japan](#)**

# TEST, TRACE AND ISOLATE

- **If you are arriving in Japan from 1 July onwards, take two COVID-19 tests on two separate days within 96 hours of the departure of your flight to Japan** (first international flight if you are on an indirect route). At least one of the two tests must be taken within 72 hours of departure
  - Tests must use one of the methods listed on the [‘Certificate of Testing for COVID-19’](#) designated by the Japanese authorities
  - Currently, approved test types include a Nucleic Acid Amplification Test (real time RT-PCR, LAMP, TMA, TRC, Smart Amp, NEAR), Next Generation Sequence and Quantitative Antigen Test (CLEIA) (not a qualitative antigen test)
  - A list of approved testing providers has been provided to your CLO separately. If the list does not include a convenient provider, please contact your CLO

- **Obtain negative COVID-19 test results certificates.** To comply with the requirements of the Government of Japan, please use their [designated certificate format](#), or one which includes the necessary information, as follows:
  - Date of issue, name, passport number, nationality, date of birth, sex, sample type, testing method, test result, test result date, specimen collection date and time, name and address of medical institution, doctor’s signature

- ⊕ - If using a standard certificate from an approved testing provider and some of the required information is not on the certificate – for example, if it doesn’t include a doctor’s signature – it can still be accepted. Check with your CLO; if necessary, they will contact the Japanese embassy or consulate in your country to confirm options and whether enough information has been provided

- ⊕ **Inform your CLO that you have both negative COVID-19 test certificates**

## What negative test certificates are needed for

- Bring both your negative test certificates with you to Japan
- Certification from a test taken within 72 hours of departure will be needed at check-in/to board your flight, without it you will not be allowed to fly. You will also need to show it to the Quarantine Officer and/or at immigration control when you arrive in Japan
  - This can either be as a hard copy or showing a PDF of it uploaded to OCHA on your phone
- Certificates may also be used during the Games to support decisions in the instance of positive COVID-19 cases and potential close contacts

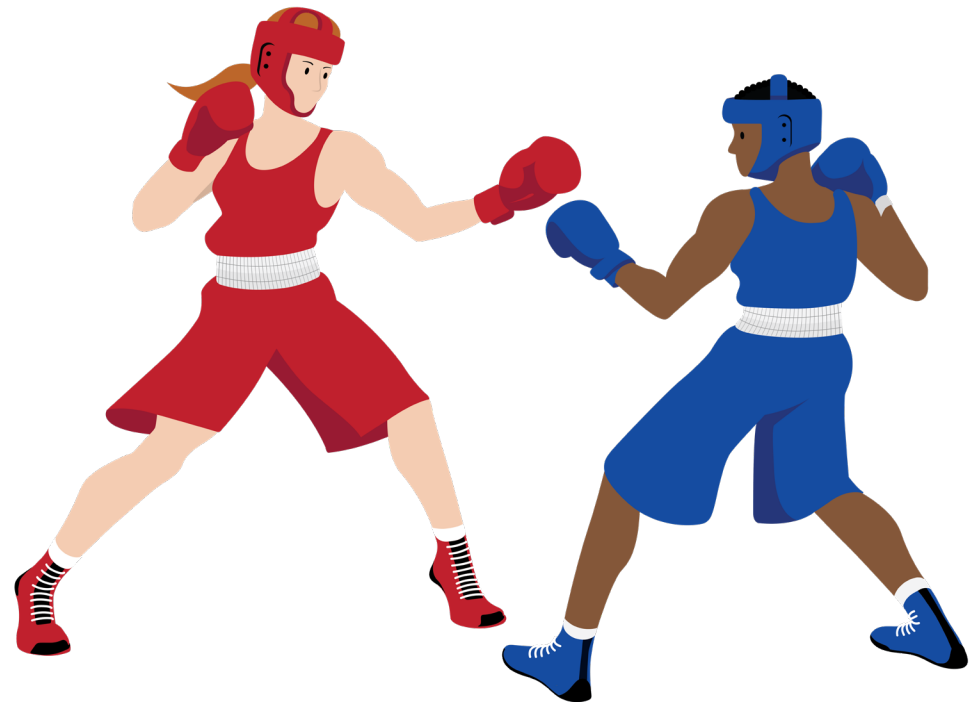
# TEST, TRACE AND ISOLATE

- **If a COVID-19 test is positive:**
  - Immediately begin self-isolation in line with local rules
  - Contact your CLO, who will record your symptoms, test results and close contacts, as well as inform Tokyo 2020 and agree on next steps
    - If you are confirmed positive before leaving for Japan, your IF will determine a substitute from the people registered on the 'long list', contact the IOC/IPC Sports Department and Tokyo 2020, and take action as per the 'Technical Official Substitution Policy'
- **Download and install the Online Check-in and Health report App (OCHA)** – scheduled to be released at the end of June
  - If arriving in Japan from 1 July onwards, enter all necessary information onto OCHA before departure, including a certificate of a negative COVID-19 test taken within 72 hours of departure (PDF only)
  - You will need to show a specific OCHA screen at check in/boarding and to the Japanese quarantine authorities on arrival. Without this, you will not be able to board or enter Japan
- **Download and install the Contact Confirming App (COCOA)**
- **Inform your CLO once you have installed the apps and entered all necessary information.** If you have any problems, ask them
  - If your phone does not support OCHA, immediately contact your CLO. Your CLO will send you the 'Written Pledge' separately and arrange for you to rent a smartphone at the airport. Your IF will be given more details when confirmed. See 'Smartphone applications', page 60
- ⊕ **Bring any relevant medical information with you to the Games to help assess potential complex COVID-19 cases** if you test positive during screening testing or are a confirmed close contact, such as:
  - Vaccination status (number of doses, date of vaccination[s] and vaccine type/brand)
  - Prior history of COVID-19 tests (test result, date of test and test type: PCR/antigen/other)
  - Presence of antibodies (date of antibody test, result, testing platform for information on viral target, titre/quantitative result, if applicable)
- Relevant medical history, including any known risk factor for severe COVID-19 ([for example, WHO list of non-communicable diseases](#)) that may impact prioritisation for re-testing and/or re-testing requirements, if identified as a potential close contact

# TEST, TRACE AND ISOLATE

- **If you enter Japan before 1 July**

- Only one test taken within 72 hours of departure is needed
- Your CLO will give you the 'Written Pledge'; you will need to show this at Japanese immigration
  - The 'Written Pledge' is a document required by the Government of Japan. Signed by Tokyo 2020, it states that they take responsibility for your visit and will ensure you comply with the Playbook rules. Your signature is not needed on this document
- Fill in the Japanese authorities' ['Questionnaire web'](#)
  - Details required include accommodation in Japan, contact information and results of health monitoring for the 14 days before departure
  - When you submit the form, you will be given a QR code. Either take a screen shot or print it out, ready to show at Japanese immigration
- Please note, OCHA will replace the 'Written Pledge' and 'Questionnaire web' once it is available





# SOCIAL

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- **Keep your physical contact with other people to a minimum** during the 14 days before you travel to Japan
- **Prepare a list of the people you will spend time with regularly** while in Japan (format to be agreed with your CLO), for example, your roommate and immediate members of your team
  - Share the list with your CLO, who will use it to help with contact tracing if required

# THINK HYGIENE

- **Follow good hygiene practice** – including washing your hands regularly or using hand sanitiser, and always wearing a face mask
- **Make sure you have access to enough masks to last throughout your stay in Japan.** Your IF is responsible for providing you with masks. Please check with your CLO to ensure you have access to them for the duration of the Games
  - Follow WHO recommendations on mask wearing
  - You are recommended to use non-fabric masks where possible. If using fabric masks, ensure that they can be washed in high temperatures regularly, with at least two but ideally three layers:
    - Inner layer of absorbent material, such as cotton
    - Middle layer of non-woven material, such as polypropylene
    - Outer layer of non-absorbent material, such as polyester or polyester blend
  - Check the manufacturer’s recommendations and health certification of the product
- **Note:**
  - You will need to replace your masks as soon as they become damp and wash them once a day. You may use more masks than usual in hot and humid weather
  - Please also be aware of guidelines regarding 'Authorised Identifications' related to face mask branding. [See WHO guidance on wearing a mask](#)



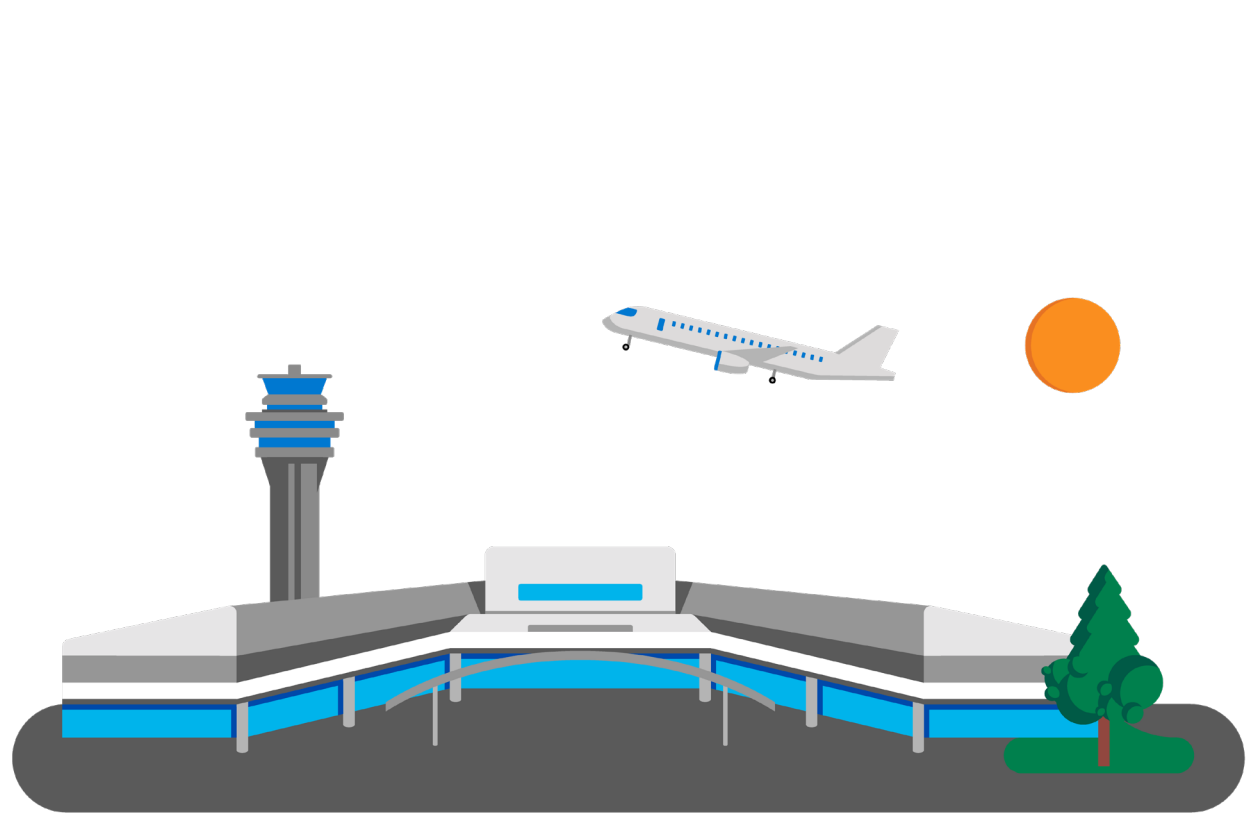
# ENTERING JAPAN

When you arrive, you must observe the instructions of the Japanese authorities and the following protocols at the airport and for your onward journey.

Physical distancing and good hygiene measures must be followed throughout your time in Japan.

Further changes may be made to procedures for entry into Japan in collaboration with the Government of Japan, based on the latest situation.

- **Support from your CLO when entering Japan**
  - If you test positive for COVID-19 on arrival or experience any symptoms, immediately inform your CLO by phone





# TEST, TRACE AND ISOLATE

## On arrival at the airport\*

- **Activate the OCHA and COCOA apps** and turn on Bluetooth; prepare a specific screen of OCHA to present to the Quarantine Officer
  - Turn on location information services and location history on your smartphone, which may be needed for contact tracing or activity tracking/tracing. Japanese authorities will be checking the apps are downloaded, showing a specific screen and location tracking functionalities are activated during your arrival process. For details, see 'Smartphone applications', page 60
- **Show the Quarantine Officer a specific screen of OCHA on your phone**
  - Please note that only having downloaded OCHA is not sufficient
- ⊕ **Take a quantitative saliva antigen COVID-19 test on arrival**
  - Do not eat, drink, smoke, brush your teeth or use mouthwash within 30 minutes of arrival and your test, to avoid inaccuracy in the results
- **Wait at the dedicated location before immigration to receive your test results**
  - **If your results are negative**, go through immigration as directed
  - **If the results of your quantitative saliva antigen test are unclear**, further tests will be performed using the same sample to verify your result
  - **If your test results are confirmed positive**, you must isolate or receive medical treatment in hospital, in accordance with the instructions of the Japanese Quarantine Office
    - Immediately inform your CLO by phone; they will consult with Tokyo 2020
    - For more information on isolation, see 'At the Games – Test, trace and isolate', page 30
- **At immigration, be ready to show:**
  - Your PVC (OIAC/PIAC), along with your passport or other travel certificate associated with your PVC
  - Negative COVID-19 test results from a test taken within 72 hours of departure (hard copy or via OCHA); without this you will not be allowed to enter Japan
  - **If arriving before 1 July:**
    - 'Written Pledge' by Tokyo 2020 (hard copy). Without this you will be required to quarantine for 14 days
    - 'Questionnaire Web' QR Code (hard copy or screen shot)
  - **If arriving from 1 July onwards:**
    - Specific screen of OCHA
    - Any additional documents filled out on the airplane and/or at airport

\*Please note, the sequence at the airport may change during peak arrival periods

# TEST, TRACE AND ISOLATE

- **If you experience any symptoms of COVID-19**
  - Immediately inform your CLO by phone; they will consult with Tokyo 2020. [See WHO guidelines on COVID-19 symptoms](#)
- **Quarantining on arrival and for the first three days.** You must quarantine at your accommodation on arrival (the day of arrival is considered day 0) and for the next three days
  - However, you will have permission to perform your Games-related activities during these three days, if:
    - You test negative for COVID-19 every day; and
    - You operate under a higher level of supervision by Tokyo 2020, which may involve use of GPS data (subject to your consent) or direct supervision where necessary, to confirm your movements
  - Your other option is to be quarantined at your accommodation on arrival and for the next 14 days

# SOCIAL

- **Follow the instructions of Tokyo 2020**, and move as quickly as possible through the airport
  - Do not stop to visit any shops or services, other than the Accreditation Validation Counter
  - Use the Games-specific lanes provided at official airports to minimise contact with others
  
- **Use only dedicated Games vehicles** – do not use public transport unless it is the only way to reach remote Games venues. See 'At the Games – Getting around', page 35
  
- Spend time only with the people identified on the list of regular contacts you provided to your CLO





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# PARALYMPIC CONSIDERATIONS

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If you use a wheelchair or other mobility device that may be handled by another person under certain circumstances (for example, airline staff during travel), regularly disinfect the relevant surfaces with sanitising wipes.

# RESIDENTS OF JAPAN

## Before the Games

- For those living in Japan\*, continue to follow countermeasures already in place
- 14 days before your Games role begins, additional countermeasures will apply
  - Download the OCHA and COCOA apps. OCHA is scheduled to be released at the end of June. See 'Smartphone applications', page 60
  - Monitor your health. Health monitoring protocols for residents of Japan will be provided separately
  - Minimise your physical contact with others
  - Adhere to countermeasures on public transport
  - Residents of Japan – and those from overseas who have been in Japan for more than 14 days – may be asked to take a COVID-19 test before their Games role begins

\*This also applies to Games participants with a pre-Games role who have been in Japan for more than 14 days

## During the Games

- Follow the rules described in 'At the Games', pages 28-38

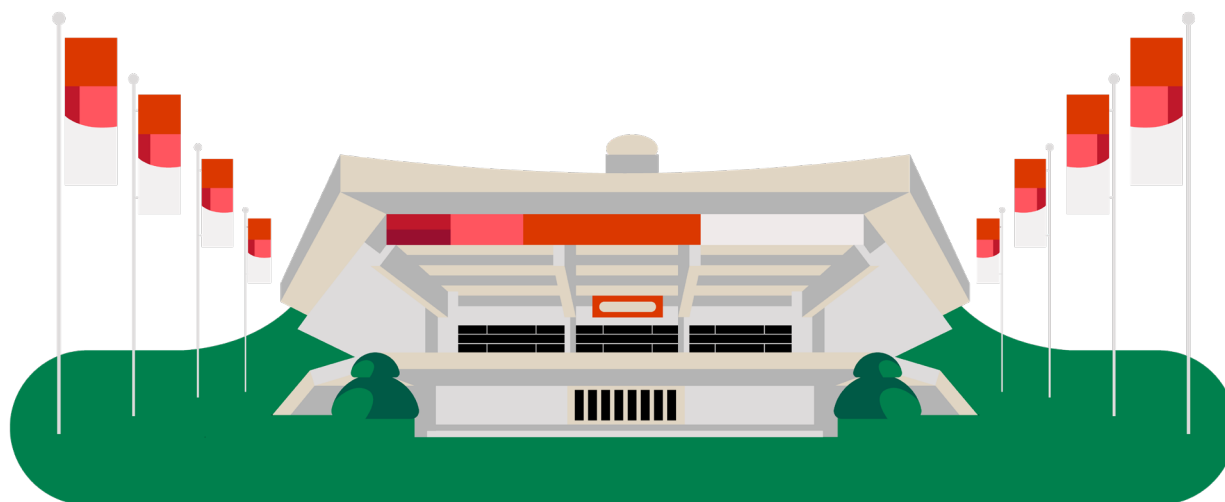
# AT THE GAMES

During your stay, you will be expected to limit your activities to what is required in order to carry out your role.

Physical distancing and good hygiene measures must be followed throughout your time in Japan, for your own health and safety, and that of all Games participants and the people of Japan. These measures are laid out below and summarised in the principles on pages 5-9. They will be monitored by Tokyo 2020 to ensure compliance.

## Sport countermeasures

- An overview of sport countermeasures that apply across the sport operations can be found in 'Sport Countermeasures' page 50
- Sport-specific countermeasures can be found as an annex to the 'Team Leaders Guide' and 'Technical Officials Guide'



# AT THE GAMES

To enable physical distancing, overall accreditation numbers have been reduced, venue operational plans adapted and access to venues restricted to what is strictly required for operational reasons.

In accordance with the Japanese authorities' requirements, you are responsible for proactively monitoring and reporting your personal health every day via OCHA. Information on health monitoring for residents of Japan will be provided separately.

The comprehensive screening testing regime in place is based on science and expert advice. Testing will be a crucial part of minimising transmission: used for general screening and for those identified as a close contact of a positive case; as well as for diagnosis for those experiencing symptoms of COVID-19.

Further changes may be made in collaboration with the Government of Japan and the TMG, based on the latest situation.

- **Support from your CLO at the Games**
  - Your CLO can help you upload daily health monitoring results
  - Your CLO will help ensure you follow the correct procedures for daily testing. They will inform you if the results of a screening test are unclear or positive
  - If you have a confirmed positive test or experience any symptoms of COVID-19, immediately inform your CLO, who will take you through the next steps
  - If you're unclear about any of the rules, ask your CLO

# TEST, TRACE AND ISOLATE

- **Proactively monitor your personal health every day** (body temperature and any other COVID-19 symptoms) and report the results on OCHA. For more information, see 'Smartphone applications', page 60
- ⊕ **Your temperature will be checked before entering a Games venue**
  - If you record a temperature of 37.5 or higher, your temperature will be taken again
  - If you still record a temperature of 37.5°C or higher, you will be taken to a secondary temperature check area
    - After a short break to cool down, your temperature will be taken again, twice maximum. If your temperature remains 37.5°C or higher, you will not be allowed to enter the venue
    - Notify your CLO and follow their instructions. You will be taken to an isolation area to wait for further measures
- **If you have access to the Olympic and Paralympic Village, your temperature will be checked before entry**
  - If you record a temperature of 37.5°C or higher, after a short break your temperature will be taken again
  - If you still record a temperature of 37.5°C or higher, you will not be allowed to enter the Village
  - Notify your CLO and follow their instructions
  - Temperature checks will also take place before entry to Satellite Villages and Cycling accommodation



# TEST, TRACE AND ISOLATE

## • Screening testing process

- In addition to tests taken before departure and on arrival in Japan, you will be tested daily to minimise the risk of undetected positive cases that could transmit the virus
- Your CLO will provide you with detailed information on screening testing, including the time and location for providing and submitting your samples. It is important that you understand this information and comply with the required timings

## + Collecting your saliva sample

- Provide your saliva in the sample containers received from your CLO, under the supervision of your CLO, Deputy CLO, CLO Assistants or one of your peers
- Do not eat, drink, smoke, brush your teeth or use mouthwash within 30 minutes of providing your saliva sample
- Link the barcode stickers on your sample containers to your accreditation, using the web link provided by your CLO

- Give the container to your CLO or submit it directly to a sample collection site
  - Collection site locations include selected competition venues, the Olympic and Paralympic Village, IBC/MPC, Olympic Family/Paralympic Family Hotel and Harumi Triton. The full list will be provided by your CLO, along with daily deadlines for submitting your sample, and opening and closing times
- Samples will be transferred to a laboratory for testing. The test will be saliva PCR

## + Getting the results

- You will be given a deadline by which your test results will be processed, which will depend on the time of day the test is taken. The processing time is expected to be 24 hours
- Your CLO will be able to access the results at the designated time
- If you do not receive a notification from your CLO by the designated time, your result was negative
- If the results of the saliva PCR test are unclear or positive, your CLO will see a notification and inform you

- If you are informed by your CLO, immediately go to the medical facility indicated by your CLO, maintaining physical distance from others, to take a follow-up nasopharyngeal PCR test. Wait for your result as directed by the medical facility

## • Results Advisory Expert Group (RAEG)

- The RAEG are developing the protocols for interpreting the results of screening tests
- This group may be called upon for analysis of complex cases
- RAEG may also provide expert advice to support the IDCC
- RAEG may also contribute their views/expertise in complex cases, including management of close contacts

# TEST, TRACE AND ISOLATE

- **If you develop symptoms of COVID-19 during your stay**
  - Contact your CLO immediately for further instructions. [See WHO Symptom Guidance](#)
  - You will be taken to a designated medical care facility and tested for COVID-19. Wait for the results in the designated area
  - If you are at a Games venue, proceed immediately to the medical station of the venue for a medical examination. There will be an isolation space located close to the medical station where you will be temporarily isolated. If necessary, you will be transported to a Games-designated hospital
- **If you have a confirmed positive test for COVID-19 during the Games**
  - Immediately begin isolating and inform your CLO
    - You will either be required to go to an isolation facility or be hospitalised, depending on the severity of your symptoms. You will not be allowed to continue your role
    - In consultation with each IF and Tokyo 2020, sport contingency plans are being developed to manage the competition in case an IF representative tests positive after entering Japan
- ⊕ - If required to stay at an isolation facility, which will be a general business hotel, a dedicated vehicle will be organised to take you there
  - A solution will be in place for those with accessibility requirements
  - There will be personnel at the facility throughout the day who will monitor your health. Consult with them if you have any concerns
  - Meals will be provided three times a day
  - Free WiFi will be available and you will be able to keep in touch with your CLO and team
  - Your team will be allowed to bring you things. However raw food, alcohol, cigarettes and dangerous objects etc. are prohibited. Smoking and drinking alcohol during your recuperation period will be strictly prohibited
  - You will not be allowed to go outside the hotel
  - The location and length of your isolation period will be determined by the Japanese health authorities, depending on the severity and symptoms of your infection
  - You will be discharged in accordance with the discharge guidelines in Japan
- **CLO response**
  - Your CLO and Tokyo 2020 will work with you to confirm your activities and places you visited, from the two days before your symptoms appeared to when you were tested and started isolating. They will help identify close contacts in that period
  - They will consult with the Japanese health authorities (including the local municipalities' health authorities) and Tokyo 2020 to determine further measures, such as disinfection of specific areas

# TEST, TRACE AND ISOLATE

- **If you are a close contact of someone with a confirmed positive test**

- Close contacts are those who have prolonged contact (for 15 minutes or more) with a person who has a confirmed positive COVID-19 test, within one metre, without wearing a face mask, from the two days before the person's symptoms appeared to when they were tested and started isolating. This is particularly applicable when such contact happens in enclosed spaces, such as hotel rooms or vehicles
- Close contact cases will be confirmed by the Japanese health authorities based on information provided by you, your IF and Tokyo 2020
- The decision on applicable measures will be made on a case-by-case basis and will take into consideration the likelihood of you spreading the virus

To be allowed to continue your role, you will need:

- A negative daily nasopharyngeal PCR test result, for a period to be decided by the RAEG
- A positive assessment of your medical situation by the RAEG, which may take into account medical history, confirmed by the Japanese health authorities
- Agreement from your IF
- If you are allowed to continue your role, enhanced countermeasures may be required, including further minimising contact with others, moving to a private room, eating meals alone, using dedicated vehicles, or separation at your competition venue

# SOCIAL

- **Limit your contact with other people as much as possible**
  - Only spend time with the people identified on the list of regular contacts you gave to your CLO. Update the list if necessary
- **Keep a distance of two metres from others**
  - There may be times when the distance between athletes and others is less than two metres, for example on the Field of Play (FOP) and in preparation areas. Tokyo 2020, IOC/IPC and the IFs will implement the necessary countermeasures
- **Keep physical interactions with others to a minimum.** Avoid unnecessary forms of contact such as hugs, high-fives and handshakes
- **Avoid enclosed spaces and crowds wherever possible**
  - Avoid staying an unnecessarily long time in a space. Refrain from talking in constrained areas such as elevators
- **Eat meals keeping two metres away from others** unless instructed otherwise, or eat by yourself, keeping contacts to a minimum
- **Olympic and Paralympic Village access will not be allowed**
  - Those with essential operational roles such as IF medical personnel will be exceptionally allowed
- **Please also be aware of any evolutions in guidance from the Japanese authorities,** for example official announcements on use of restaurants



# SOCIAL

## Where you can go, what you can do

- You must not visit Games venues as a spectator with a ticket
- **Follow only the activities you have outlined in your Activity Plan**
  - You must only leave your accommodation to go to official Games venues and limited additional locations that you have outlined in your Activity Plan, as defined by the list of permitted destinations. Permitted destinations are those that are critical for the Games and will have COVID-19 countermeasures in place
  - Minimise contact that is within one metre\* with Games participants who have been in Japan for more than 14 days, and with residents of Japan
  - Wear a face mask at all times
  - You must not use public transport
  - You must not walk around the city or visit tourist areas, shops, restaurants or bars, gyms, etc.

\*Two metres for athletes

## Getting around

- **You must not use public transport.** If your accreditation gives you access to dedicated Games vehicles, use these when travelling to permitted destinations
  - ⊕ - If you do not have access to dedicated Games vehicles, or if any of your permitted destinations are not serviced by Games vehicles, use the Transport by Chartered Taxi (TCT) service
    - The TCT service is available from 17 June to 8 September
    - Tokyo 2020, to a certain limit, will bear the cost of journeys made from 9 July (when you would otherwise have free public transport), by providing vouchers for travel
    - Bookings are made through the TCT call centre
    - Travel will only be allowed between places on the list of permitted destinations. For more information, see the TCT Service User's Guide, which will be available on the 'Tokyo 2020 Games Family App'. Details on the app can be found in the Transport Guide
  - All dedicated Games vehicles will operate following official Japanese hygiene protocols. They will have:

- Mandatory face mask wearing, thorough hand sanitising and refraining from conversation
- Measures to enable as much physical distancing as possible between passengers, depending on the vehicle
- A partition between the driver's seat and passenger seats
- Constant ventilation, through air conditioning
- If you have to travel by air or bullet train to a venue in a remote city, you may do so on a limited basis for operational reasons. Tokyo 2020 will provide information on available flights and bullet trains
- Tokyo 2020 will manage reservations in collaboration with respective operators to ensure there is appropriate space between you and other passengers. You may be required to take a COVID-19 test the day before or on the day of boarding

# SOCIAL

- ④ **Self-arranged vehicles must comply with the relevant COVID-19 countermeasures at all times**
  - You can travel using a self-arranged vehicle strictly under the following conditions:
    - Vehicle rental procedures must be carried out by a participant who has been in Japan for at least 15 days or a Japanese resident, in order to avoid close contact with Japanese residents
    - Follow the same countermeasures as the Games vehicles provided by Tokyo 2020, see page 35
    - The person in charge of the relevant Tokyo 2020 department will accompany you inside the vehicle or follow the vehicle
      - If that is not possible, Tokyo 2020 requires a written pledge from the parties concerned and may track the stakeholders using GPS (subject to consent). More detailed guidance will be issued by 21 June to your IF
  
- After the first 14 days, you are allowed to use self-arranged vehicles without having to apply any additional measures

## Places to eat

- **Considering the increased risk of infection when eating meals with others**, you should eat alone as much as possible and especially avoid eating meals with Games participants who have been in Japan for more than 14 days, and residents of Japan
  
- **You must only eat in one of the following places, where COVID-19 countermeasures are in place:**
  - Dining facilities at Games venues (as the preferred option)
  - Your accommodation's restaurant
  - Your room, using room service or food delivery
  - Tokyo 2020 will require hotels to provide enhanced room service and grab and go options

# THINK HYGIENE

- **Wear a face mask at all times**, except when eating, drinking or sleeping
- **If you feel you are at risk of heatstroke**, you may remove your mask when you are outside and able to keep two metres apart from others. [See WHO guidance on wearing a mask](#)
  - Clean your hands before putting on and after taking off your mask and avoid touching your eyes, nose and mouth. If possible, wash your hands with soap and warm water for at least 30 seconds. Otherwise use hand sanitiser
  - Replace masks as soon as they become damp and wash them daily
  - Face shields are not an acceptable alternative to a mask. They should only be used to prevent infection of the eye area. If you have a concern about the mask requirement due to a medical condition, please contact your CLO. See 'Paralympic considerations', page 38, for other exceptions for wearing a mask
- **Wash your hands regularly and thoroughly for at least 30 seconds**, ideally using soap and warm water. Otherwise use hand sanitiser
- **Avoid shouting, cheering and singing** – find other ways to show support or celebrate during competition, such as clapping
- **Ventilate rooms regularly where possible** – at least every 30 minutes and for a period of several minutes each time
- **Avoid sharing items wherever possible**. Always disinfect items that have been used previously by someone else
- **After eating, use a sanitising wipe** provided to clean your table and seating area
- **Respect the rules displayed in venues** and accommodation facilities, where enhanced cleaning protocols and hygiene countermeasures will be in place
  - Additional rules may apply to your sport/role and at certain locations, for example on the Field of Play. See 'Sport countermeasures', page 50

# PARALYMPIC CONSIDERATIONS

- The restriction of keeping at least one metre from others will be waived for those in need of additional support, who can receive assistance from another member of their immediate circle
  - Masks should be worn at all times when providing assistance to others
  - Once aid has been given, sanitise your hands and go back to maintaining a physical distance of at least one metre from others
  - You should still try to keep physical contact to a minimum when possible
- You may temporarily remove your mask if you are speaking or providing assistance to someone who relies on lip reading, clear sound and/or facial expressions to communicate. You should stay at a distance of at least one metre and should put your mask back on as soon as possible
- If you use a wheelchair or other mobility device that may be handled by another person under certain circumstances (for example drivers), regularly disinfect the relevant surfaces with sanitising wipes



# LEAVING JAPAN

The length of your stay is to be minimised to reduce the risk of infection and help ensure a safe and successful Games.

You should continue to follow the Playbook and any instruction or requirement from the Japanese authorities – including hygiene and distancing rules – throughout your departure and until you reach your destination.

- **Support from your CLO when leaving Japan**
  - Your CLO can help confirm any COVID-19 requirements for international travel or entry into your destination country





# TEST, TRACE AND ISOLATE

- 
- Make sure you know the latest entry requirements for your destination country, as well as any countries you will pass through in transit
    - Information on how to get a test certificate if required for international travel or entry to your destination will be available by the end of June
  - Travel to the airport using designated Games vehicles
  - When you arrive at your destination, follow local COVID-19 regulations, including any need to quarantine on arrival
  - Continue to monitor your health and check your temperature for 14 days after leaving Japan (or, for residents of Japan, finishing your Games role). If you have any COVID-19 symptoms, inform your CLO

# PARALYMPIC CONSIDERATIONS

- Any Games participant staying in Tokyo and Japan after the close of the Olympic Games to participate in the Paralympic Games will have to continue following the rules and behaviours outlined in this Playbook
- You are not required to exit Japan and re-enter the country for the Paralympic Games, but you are allowed to do so



# FURTHER INFORMATION



# BEFORE YOU TRAVEL

The following scenarios illustrate the key processes related to getting tested for COVID-19 before, during and at the end of the Games. They apply to all participants listed on page 3, 'Who is this Playbook for?'



This is Nancy, working with the Games' Marketing Partners. She's due to travel to Japan on the afternoon of 19 July.



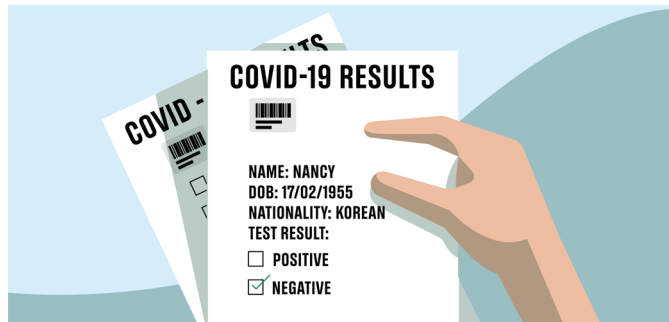
She has to get two COVID-19 tests done on two separate days within 96 hours of her departure. She's been really careful with who she's been seeing and is monitoring her health daily for the 14 days before her flight.



It's 17:00 on 15 July and Nancy goes to get a COVID-19 test from an approved provider near her home. She checks with the provider that the test certificate will have all the necessary information and will arrive in time.



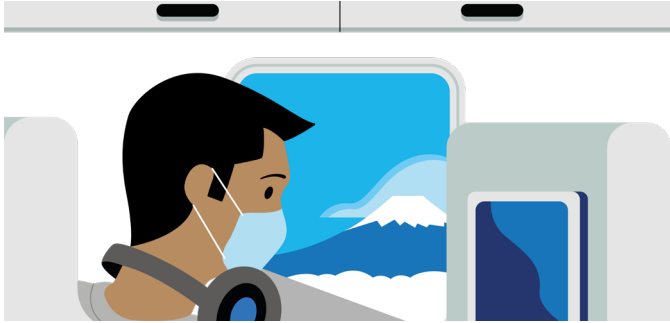
It's 10:00 on 17 July. Nancy's first test came back negative\* yesterday. She's now on her way to get another test so she'll have two valid negative test certificates when she travels on 19 July.



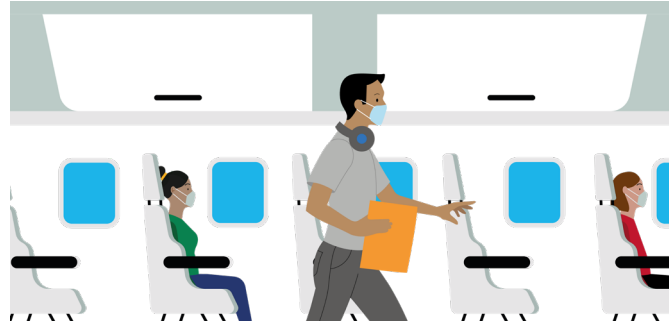
It's 09:00 on 19 July. The second test result was also negative and Nancy's getting ready for her flight this afternoon. She is charging her phone, installing the required apps (OCHA and COCOA) and has her test certificates and all documents needed for entry in her hand luggage. She's also uploaded the negative test certificate from one of the tests - the test taken within 72 hours of her departure to OCHA.

\*If a test result is positive, begin self-isolation in line with local rules and contact your CLO immediately to discuss next steps.

# TRAVELLING AND ENTERING JAPAN



This is Steven, a member of the Press. Steven's just arrived at Haneda airport in Tokyo and is about to disembark the plane. He has all his documentation and his phone turned on, ready to show to Japanese authorities.



He'll show his COVID-19 documentation – including his negative test results and other necessary documentation – to the Quarantine Officer as soon as he gets off the plane.



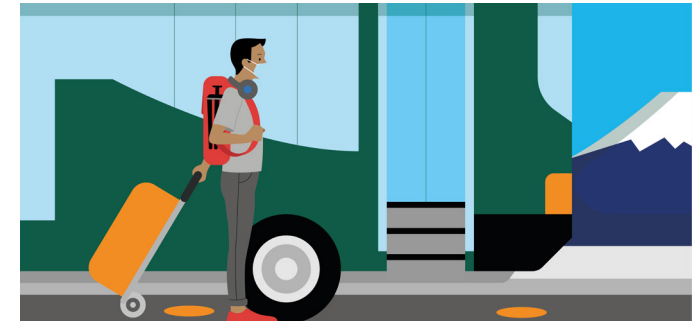
Steven has a COVID-19 test at the airport and will go to wait at the dedicated location for the results.



Steven's just been notified that his test was negative. All necessary documents are confirmed by the Quarantine Officer and he can proceed with the arrival process.

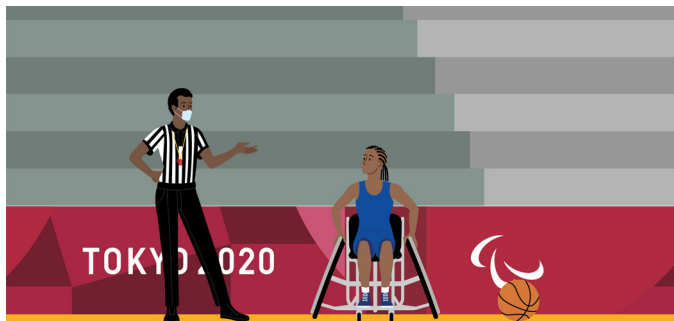


He's now ready to enter Japan. He'll validate his PVC and then show his necessary documents at immigration – including his negative test certificate from his test taken within 72 hours of his departure. Then he'll get his bags and move to his accommodation.

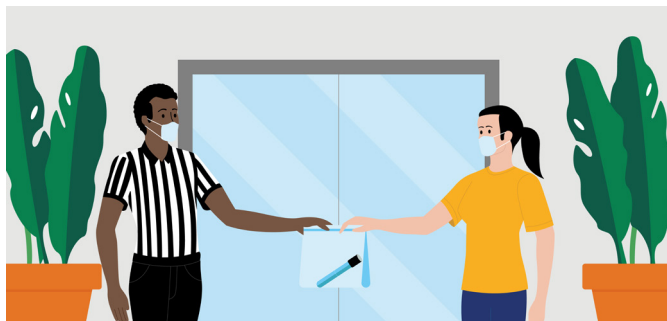


Steven has his bags and goes to board one of the dedicated Games buses (where physical distancing will be respected) to his accommodation, ready for his Games to begin.

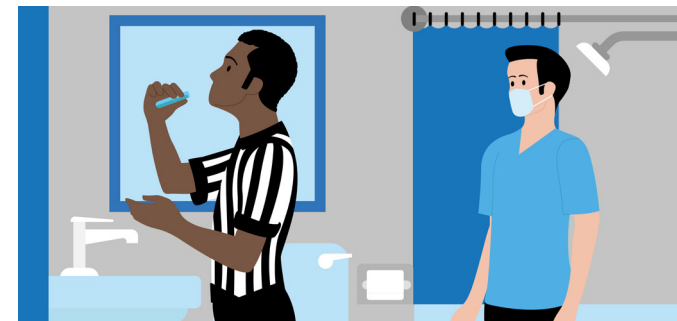
# AT THE GAMES: SCREENING TESTING



This is Babatunde – a wheelchair basketball referee. As he has regular contact with athletes, Babatunde is being tested daily throughout the Games\*.



It's the evening of 28 August. Babatunde's CLO gives him sample collection kits, which he will use to provide his saliva samples over the coming days. He associates the barcode stickers on his sample containers to his accreditation, using a web link provided by his CLO. His CLO reminds him not to eat, drink, smoke, brush his teeth or use mouthwash within 30 minutes of his test, to avoid inaccuracy in the results.



The next morning, 29 August, Babatunde, under the supervision of one of his peers, is providing a saliva sample that will be used for a saliva PCR test.



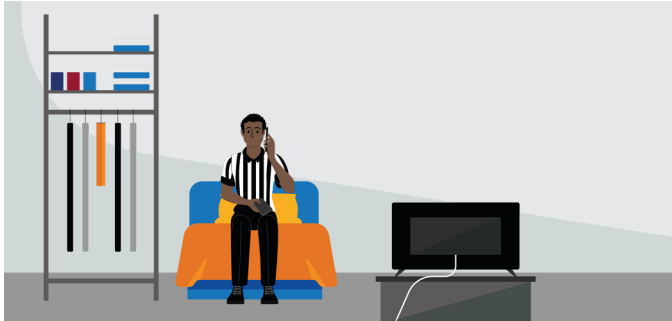
Babatunde drops off his sample at one of the collection points, before the deadline he's been told by his CLO.



He'll only be notified if his test result is unclear or positive – he'll find out from his CLO, who will receive the result within 24 hours. If this is the case, he'll be required to do a confirmatory nasopharyngeal PCR test. He'll carry on with his planned schedule for the day but will keep an eye on his phone just in case.

\*The frequency of tests will depend on the operational nature of your role and level of contact with athletes, see page 59 for more information.

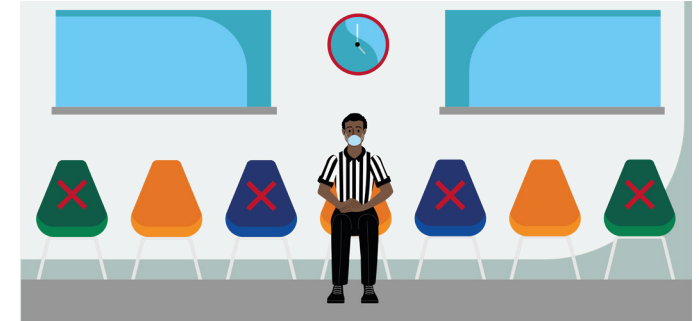
# AT THE GAMES: POSITIVE RESULT



It's the next morning and Babatunde is back in his room. He's spoken with his CLO and the analysis of his regular screening test has come back positive. He works with his CLO to confirm locations visited in the past two days and identify potential close contacts.



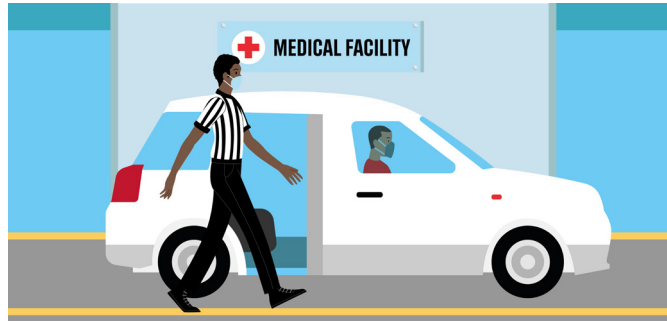
He follows his CLO's instructions and goes straight to a medical facility for a confirmatory nasopharyngeal PCR test. Dedicated transport has been organised to take him there safely.



Babatunde's just had the confirmatory nasopharyngeal PCR test and is waiting for the results as directed by the medical facility.



The confirmatory test has come back positive. Babatunde's really disappointed, but he knows he needs to protect the other Games participants. He'll now go to an isolation facility – a hotel designated by the Japanese public health authorities.



The Japanese health authorities have organised for dedicated transport to take him to the facility. He's worried, but his CLO is in constant contact, they have told him that the personnel at the facility speak English, and are arranging for his things (clothes, toiletries, etc) to be taken there.



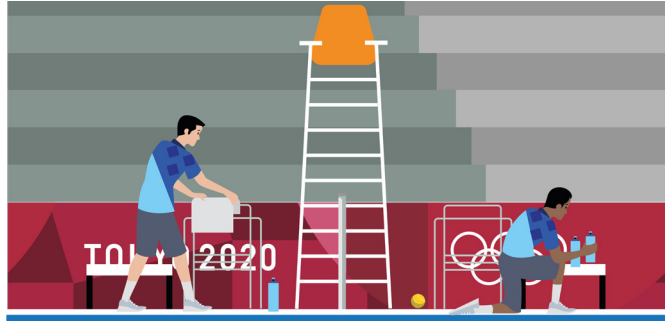
Babatunde's CLO is working with the Japanese health authorities to determine how long he'll need to stay in isolation. There is free WiFi so that he'll be able to keep in touch with his CLO, team and family and friends.



# AT THE GAMES: BEING A POTENTIAL CLOSE CONTACT



This is Noor and his colleague Karl, members of the Games workforce.



It's 14:00 on 29 August. Karl has tested positive for COVID-19 during his regular screening testing. Since Noor was performing his duties on the same court as Karl yesterday afternoon, his CLO called him to say he is potentially one of Karl's close contacts. If he's confirmed as a close contact, he'll have to take a confirmatory PCR test.



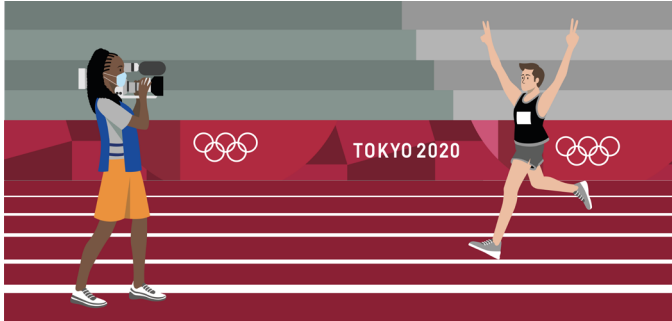
Noor was told by his CLO that he will consult with the IDCC and provide details to them regarding how long Noor was with Karl, what distance they were from each other and whether they were wearing masks.



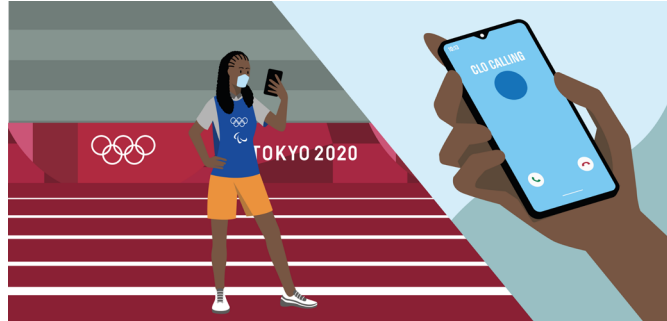
Following consultation, Noor's CLO told him that because he'd kept a safe distance from Karl, he isn't considered a close contact. He continues with his schedule as planned.

**Note:** Noor and Karl are not wearing masks as per the sport specific countermeasure for ball persons "on-court".

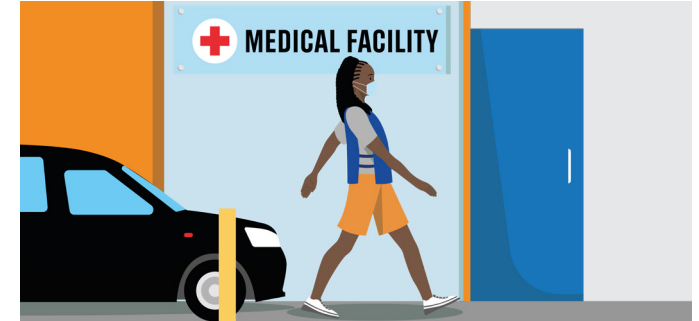
# AT THE GAMES: BEING A CONFIRMED CLOSE CONTACT



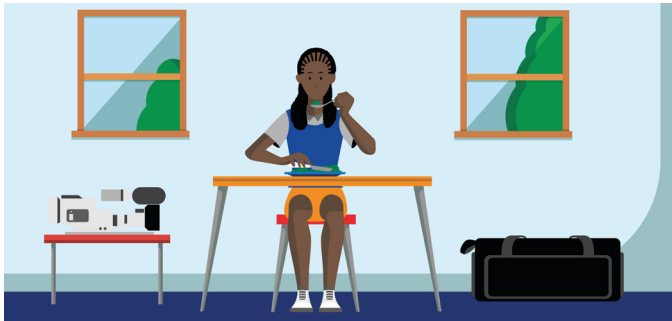
This is Olivia, a broadcaster. She's been covering the Athletics competitions at the Games over the past few days.



Olivia has been informed by her CLO that her colleague Rahul has been confirmed as positive for COVID-19. As she was working with Rahul conducting a series of interviews over the past days, Olivia's CLO had already been in touch with her asking for information such as how long they were together, whether they were wearing masks, etc. Her CLO has now consulted with the IDCC, and Olivia has been identified as a close contact.



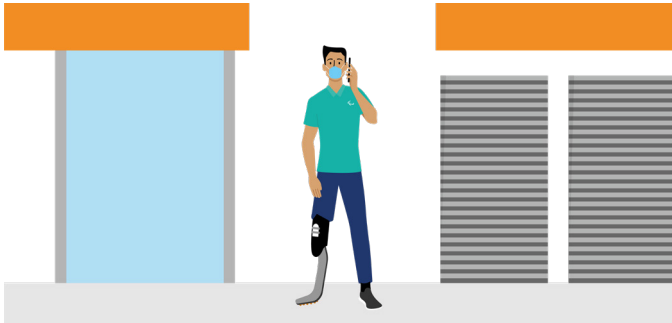
Because she's a close contact, Olivia needs to take a nasopharyngeal PCR test at a medical facility. She will be informed of her results and her CLO will help with next steps.



Her test results came back negative\*. However, because she is a confirmed close contact, Olivia will need to isolate in her accommodation and monitor her health. She will be in constant contact with her CLO and following instructions about the next steps and when she can return to work.

\*If her result was positive, Olivia would follow the same process as outlined in 'At the Games: Positive result', page 46.

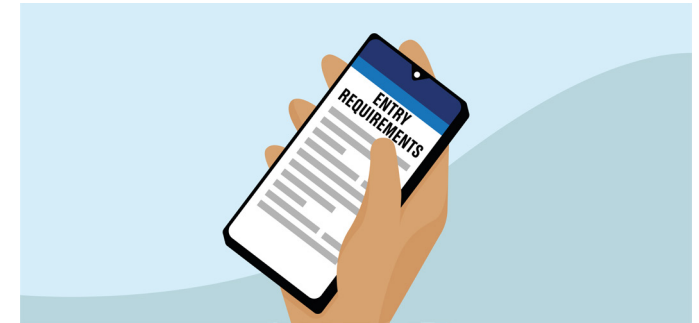
# LEAVING JAPAN



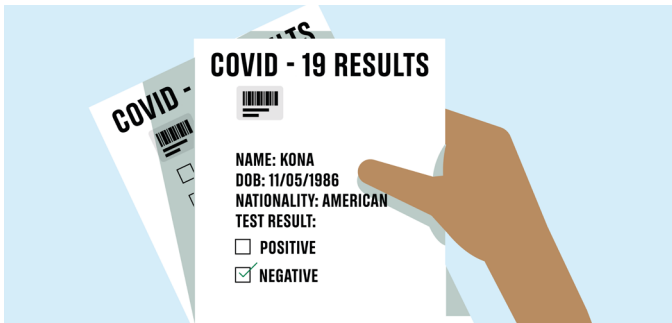
This is Kona, a Paralympic Family member from the USA. It's 22:00 on 1 September and he's due to leave Japan in 48 hours. He's been speaking to his CLO to help him organise his departure.



To fly back to the USA, Kona needs to have evidence of a negative antigen or a nucleic acid amplification COVID-19 test. It's the morning of 2 September and he's on his way to have his test\*.



He's been keeping an eye on the entry requirements at home, in case he has to take any additional precautions when he arrives, such as quarantining. His CLO is also fully up to speed on this and is keeping him updated.



Kona's received the results from the test and it's negative - so he's all ready to go home tomorrow. Importantly, he has the test certificate in English that he needs to show to board the flight home.



At the airport, he shows the necessary documents at the airline check-in desk and to border control staff. Everything's in order and he goes to board his flight, reflecting on a truly memorable Games.

\*COVID-19 test certificate entry requirements vary from country to country. Please ensure you are up to date with the entry requirements for the country(ies) you will be travelling to. Information on how to get a test certificate will be available by the end of June.

# SPORT COUNTERMEASURES

In addition to the Playbook principles, the following applies to sport operations at the Olympic and Paralympic Games Tokyo 2020. Details of sport-specific adaptations are being developed by Tokyo 2020 and the IOC/IPC in collaboration with the respective International Federations. Further information will be available within individual sport publications, including the 'Team Leaders Guide.'

## Overall principles

- To enable physical distancing, overall accreditation numbers have been reduced, venue operational plans adapted and access to venues restricted to what is strictly required for operational reasons
- Venue and area layouts will also be designed to support physical distancing, along with the use of transparent acrylic screens where needed to help prevent transmission
- Please bear this in mind when deciding whether it's necessary to access a venue or a specific area within a venue and aim to keep your stay as short as possible
- In general, all equipment must be disinfected between uses and users must disinfect their hands before and after use

- Items such as towels and drinking bottles must not be shared
- Masks must be worn by athletes when receiving a notification for doping control

## Olympic and Paralympic Village

### Sport Information Centre (SIC)

- Floor markings will be used to help with physical distancing
- Transparent acrylic panels will be installed at the desks
- Some services such as training bookings may be provided online or at competition venues only
- Printing documents is not recommended. If you do need to print something, avoid sharing documents with others unnecessarily

### Gym

- Disinfect equipment before and after use
- Athletes are required to wear a mask during fitness training in the Olympic and Paralympic Village

## Pre-competition

### Sport-specific activities such as draws, equipment inspections and weigh ins

- Activities will be held online or in open air spaces where possible
- When neither solution is available, such meetings will be held in a room with a limited number of participants to ensure physical distancing, and with appropriate ventilation

# SPORT COUNTERMEASURES

## Athlete preparation areas

### Sport Information Desk (SID)

- Floor markings will be used to help with physical distancing
- Transparent acrylic panels will be installed at the desks
- Some services such as training bookings may be provided online or at competition venues only
- Printing documents is not recommended. If you do need to print something, avoid sharing documents with others unnecessarily

### Physio areas

- Disinfect equipment before and after use
- Physios should use hand sanitiser before and after any contact with an athlete

### Ice and ice baths

- Disinfect your hands before using ice
- When using the ice baths, keep a safe distance from others and use them one at a time or in small groups, avoiding facing each other

### Towels

- Towels must not be shared and must be placed in a collection box after use

### Changing rooms

- Physical distance must be maintained when showering and changing, which may mean waiting if the area is busy
- If possible, use facilities at the Olympic and Paralympic Village instead of at the venue

### Warm up and athlete call areas

- Athletes can remove their face mask during their warm up
- An exception to the two-metre distancing rule from athletes will be made during warm up if required, for athletes and/or team and technical officials to fulfil their role

### Athlete and technical official lounges

- Entry to the lounges will be strictly restricted to those with access privileges and a purpose to be there
- Transparent acrylic panels will be placed on the tables if physical distancing cannot be respected, if necessary to enable people to fulfil their role

- Shields will be installed in food display areas to reduce the risk of droplet exposure
- Where possible, food and drink will be served by staff. Otherwise, disposable utensils to move the food and gloves will be provided
- Communal items with many users, for example beverage dispensers, will be frequently disinfected

### Repair services

- Technicians should disinfect equipment before returning it to the athlete

### During competition

#### Operational personnel on or by the Field of Play

- If it is not possible to ensure suitable physical distancing, alternative countermeasures will be in place, such as installing transparent acrylic panels
- This applies to all operational personnel on or around the FoP, such as Technical Officials and equipment technicians
- Exceptions may be made

# SPORT COUNTERMEASURES

## Athlete seating areas on or by the Field of Play

- Wear a face mask at all times
- Physical distancing between athletes on team benches will not be required
- All others must keep two metres from athletes if possible

## Sport presentation

- The wearing of masks by personnel involved with sports presentation, such as performers and announcers, will be treated on a case-by-case basis
- Announcers and interviewers must keep a distance of two metres from athletes and avoid contact at all times
- Equipment such as headsets and microphones must not be shared and must be disinfected after use
- PA equipment will be disinfected regularly if shared between people

## After competition

### Mixed zone and press conference

#### RHB

- The use of a boom microphone (a microphone attached to a pole) will be mandatory, in order to ensure the two-metre distance between athletes and interviewers is maintained
- The floor of the mixed zone will be marked at all venues to ensure physical distancing: Athlete position < two-metres > interview position
- Interviews with athletes should last no more than 90 seconds

#### Press and Broadcast

- All interviewers must wear a mask. Athletes can remove their mask for the interview

## Press conferences

- Press conferences will be streamed live, with questioning via a dedicated platform

In addition to the mixed zone and press conference room, athlete interviews will be allowed in the IBC, RHB studios, standup positions, MPC and the Olympic and Paralympic Village Plaza. Please refer to the Broadcaster and Press Playbook for additional details.

## Victory Ceremonies

- Victory Ceremonies with presentation of the medals will take place at the competition venues. Athletes and presenters will be required to wear a mask. Other specific information will be communicated closer to the Games

# VENUE COUNTERMEASURES

In addition to the Playbook principles, the following applies to venue operations at the Olympic and Paralympic Games Tokyo 2020. Details of venue-specific adaptations are being developed by Tokyo 2020 and the IOC/IPC. Any further information will be available within individual venue operating plans.

## Physical distancing

- **Separation of flows between athletes and others**
  - Athlete flows will be organised so that they do not cross with others unless unavoidable for operational purposes, in which case additional countermeasures will be in place, such as managed crossings
- **Ensuring physical distancing:**
  - Maintain the standard Playbook physical distancing rule of at least two metres from athletes and one metre from others. Where this is not possible, for example in elevators, capacities will be limited and conversation prohibited
  - Workforce will be trained in managing the movement of people, including guiding and providing directions. They will be positioned in areas where people are likely to gather – including

any waiting lines – for example at Pedestrian Screening Areas (PSAs), temperature check areas, concourses, toilets, concessions, seating bowl entrances, and venue entrances and exits.

They will count people going in and out, so that venues do not exceed maximum capacities

- Signage will be installed in all necessary places, including distance markers on the ground
- Droplet prevention measures (dividers/splash guards) will be installed in areas as an additional measure where physical distancing cannot be easily ensured (for example, food and beverage concessions, check-in areas, counters, work areas)
- **Wearing of face masks**
  - Masks must be worn at all times, in all locations of venues, with the exception of training, competing, eating, drinking or during interviews in Tokyo
  - Masks may be removed when eating or drinking but must be promptly replaced when finished

## Cleaning and sanitisation

- **Installation of hand sanitisers**
  - Hand sanitiser will be available at numerous points throughout each venue, including every entrance/exit, rooms where medical treatment is performed, dining areas, toilets, mixed zone, press desks and commentary positions, seating bowl staircases, concourses, work rooms, sports information desks, ice and towel distribution points, changing rooms, athlete warm up and call areas and gyms
  - Hand sanitiser will be made available to spectators in all general public areas, such as PSAs and concourses
  - Hand sanitiser will be accessible for individuals with different types of impairment

# VENUE COUNTERMEASURES

- **Disinfection operations**

- Doorknobs, switch panels, handrails, desks, elevator buttons, eating surfaces and other areas where high frequency contact is expected will be disinfected regularly
- You should disinfect items such as tables after eating and shared equipment (such as microphones, sports equipment, physio beds) before and after use

- **Signage and announcements**

- Comprehensive dedicated signage (including pictograms) will be installed to support and enforce the respect of countermeasures (mask wearing, physical distancing, hygiene, disinfection, behaviour in the seating bowl, etc). This will include appropriate accessible signage for visually impaired people
- Messaging will also be delivered via public address and videoboards

## Venue entrance: PSA & Vehicle Screening Area (VSA) Operations – Temperature check procedure

- **Temperature checks when entering a venue**
  - All stakeholders except athletes and officials will have their temperature checked before entering a venue
  - The first temperature check area will be in front of the entrance of each venue, before the PSA or VSA. Temperature will be checked by thermography or non-contact thermometer
    - If the temperature taken is 37.5°C or higher, it will be taken again with a non-contact thermometer
    - If the temperature again measures 37.5°C or higher, you will move to the secondary temperature check area
  - In the secondary temperature check area, after a short rest, your temperature will be checked again, twice maximum, measured with a contact or noncontact thermometer
    - If your temperature is 37.5°C or higher, you will not be allowed to enter the venue
  - The location of each temperature check area may be different for each venue

- **Isolation spaces**

- There will be an isolation space at each venue, located close to the relevant medical station
- If you have a fever, other COVID-19 symptoms or any symptoms of illness, you will be temporarily isolated in this space



# VENUE COUNTERMEASURES

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- **Food and beverage operations**

Be extra vigilant when eating and drinking, when the risk of infection is high. Additional measures in the food and beverage areas (concessions and concourses, seating bowl areas, lounges, workforce dining, accredited stakeholders dining areas, etc.) will include:

- Droplet-prevention measures (for example, dividers/splash guards)
- Hand sanitiser dispensers at the entrance and reception
- Regular disinfection and cleaning of tables
- Signage, for example, rules for washing hands, wearing masks etc.
- Disinfection of water dispensers and microwaves
- Floor markings in waiting line areas (at least one metre physical distancing)
- Ventilation of the area
- Workforce wearing gloves
- Hand-washing soap (pump type)
- Eating outside the dining area whenever possible, to avoid 3Cs (crowded places, close-contact settings, confined and enclosed spaces)

# GOVERNANCE FOR COVID-19 RELATED MATTERS - ROLE OUTLINE

During the Games, COVID-19 Liaison Officers (CLOs) will be supported by an ecosystem of specialised teams from Tokyo 2020 and the IOC/IPC, with direct access to public health authorities. The key support bodies will be:

## **Tokyo 2020 Functional Areas for Stakeholder groups**

- Functional teams from Tokyo 2020, such as Medical, Venues, etc. who will provide primary support to CLOs for all COVID-19 related matters

## **ICSU (IOC/IPC COVID-19 Support Unit)**

- The ICSU will provide additional support to CLOs for COVID-19 related matters

Both the Tokyo 2020 Functional Areas for Stakeholder groups and ICSU will feed into and coordinate with:

## **The Tokyo 2020 IDCC (Infectious Disease Control Centre)**

- The IDCC will be a central hub for information and management of all COVID-19 matters, including public health surveillance, screening testing, case management and incident response

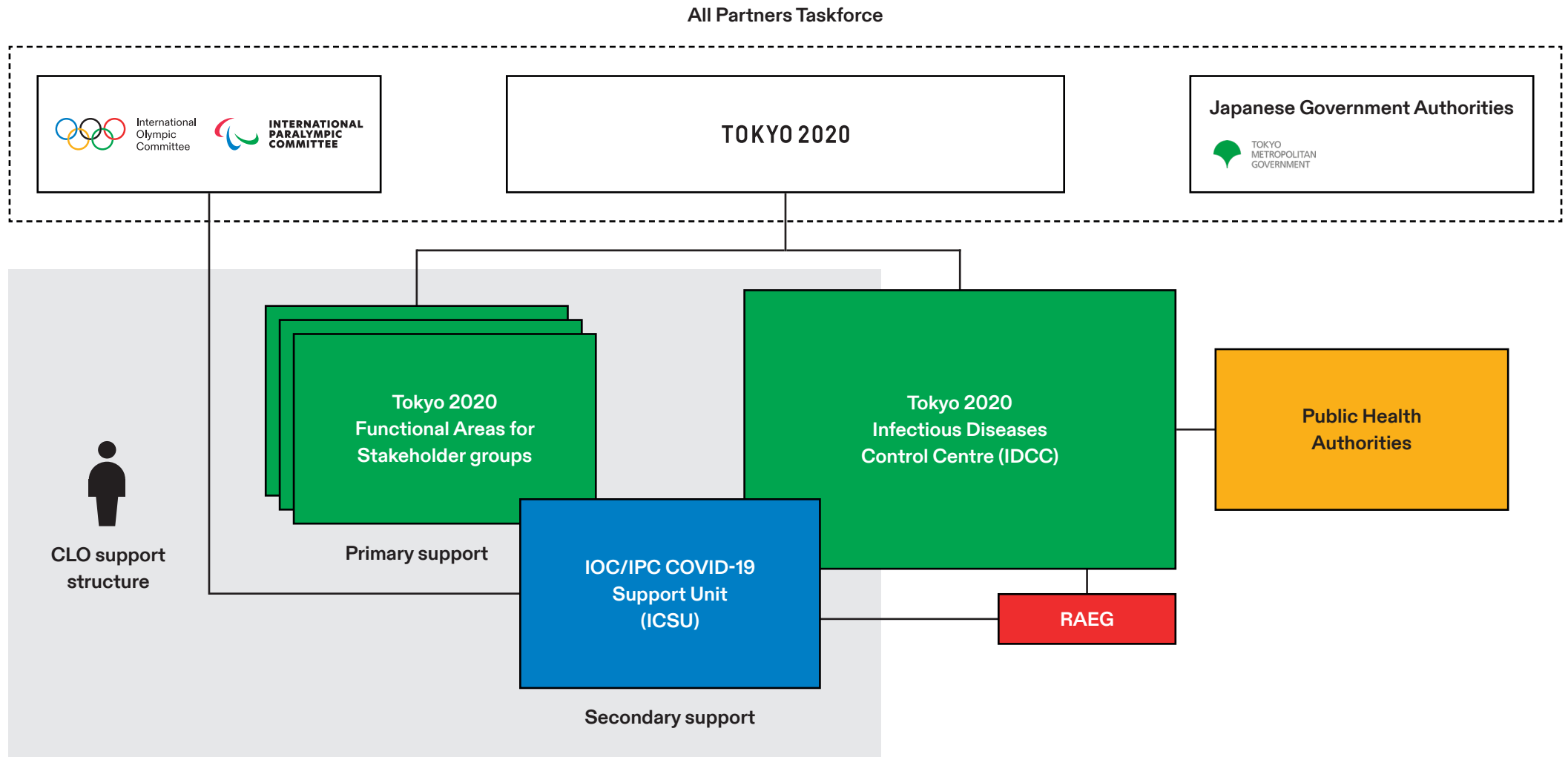
## **RAEG (Results Advisory Expert Group)**

- The RAEG will provide case assessment and protocols for complex cases, as well as guidance on the early management of potential close contacts of confirmed COVID-19 cases, based on the screening testing plan that will be implemented at the Games

## **Public health authorities in Japan**

- Public health authorities will manage confirmed COVID-19 cases and close contacts, and will work with Tokyo 2020 to coordinate treatment and/or isolation of confirmed cases

# GOVERNANCE FOR COVID-19 RELATED MATTERS - STRUCTURE



# TESTING OVERVIEW

Testing for COVID-19 is a key countermeasure at the centre of delivering a safe Games. This page provides an overview of the testing processes that will take place at each stage of a participant's journey.

## Before you travel

- Two COVID-19 tests are taken on two separate days within 96 hours of the departure of your flight to Japan

## Entering Japan

### At the airport

- On arrival, quantitative saliva antigen test is conducted
  - If positive or unclear, further tests will be performed using the same sample to verify your results

### On entering Japan

- All overseas Games participants are tested daily with quantitative saliva antigen or saliva PCR tests (depending on role) for the first three days
- Daily testing for the first three days is also conducted at pre-Games training camps/host towns, if relevant

## At the Games

### Athletes and Officials

1. Daily screening testing with quantitative saliva antigen test. If positive, followed by saliva PCR from same sample  
Results within 12 hours
  - If positive or inconclusive, confirmatory nasopharyngeal PCR test is conducted (results within 3-5 hours)

### Other participants

1. Regular screening testing with saliva PCR is conducted (either every day, every 4 days or 7 days, according to operational nature of role and level of contact with athletes)  
Results within 24 hours
2. If positive or inconclusive, confirmatory nasopharyngeal PCR test is conducted

## Leaving Japan

- Departure test before leaving Japan if needed for international travel or entry to destination country (according to the entry requirements for the destination country/transit countries)

# TESTING FREQUENCY

The frequency of testing for different Games participants, outlined below, has been determined considering both the risk of them infecting others and their necessity to the operation of the Games. This approach is intended to limit any potential spread of COVID-19 amongst Games participants and the people of Tokyo and Japan. Some participants may change level based on roles/responsibilities or other factors.

Population Location	Level	Characteristics	Population	Testing Frequency
Tokyo	1A	<ul style="list-style-type: none"> <li>Athletes staying in the Olympic/Paralympic Village</li> <li>Other Olympic/Paralympic Village residents, due to their close proximity to athletes and critical role in operating the Games</li> </ul>	<ul style="list-style-type: none"> <li>Olympic/Paralympic Village residents</li> <li>Athletes</li> <li>Team Officials</li> <li>Other NOC/NPC accredited personnel</li> </ul>	Daily
Tokyo	1B	<ul style="list-style-type: none"> <li>Athletes and team Officials not staying in the Olympic/Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Athletes not staying in the Olympic/Paralympic Village but residing in Tokyo</li> <li>Team Officials not staying in the Olympic/Paralympic Village but residing in Tokyo</li> <li>Other NOC/NPC accredited personnel</li> </ul>	Daily
Remote	1C	<ul style="list-style-type: none"> <li>Athletes and Team officials not residing in Tokyo</li> </ul>	Those residing in remote venues: <ul style="list-style-type: none"> <li>Athletes</li> <li>Team Officials</li> <li>Other NOC/NPC accredited personnel</li> </ul>	Daily
ALL	1D	<ul style="list-style-type: none"> <li>Participants who have regular contact with or close proximity to athletes</li> <li>Core participants required for Games operations</li> </ul>	<ul style="list-style-type: none"> <li>IF Presidents and Secretaries General, IF Executive Board members, IF Delegates, International Technical Officials, Judges, Jury members, National Technical Officials, Equipment Technicians, IF Full Time Senior Staff, IF Staff, IF Medical Officer, IF Head of Media, Transferable Participants</li> <li>FOP broadcasters and photographers</li> </ul>	Daily
ALL	1E	<ul style="list-style-type: none"> <li>Participants who have regular contact with or close proximity to athletes</li> <li>Core participants required for Games operations</li> </ul>	Select Sport-Specific Volunteers <ul style="list-style-type: none"> <li>Select FOP and OLV support services workforce (e.g. timekeepers, results managers, medical staff at isolation and quarantine facilities etc.)</li> </ul>	Daily
ALL	2A	<ul style="list-style-type: none"> <li>Participants who may come into some contact with participants from Level 1 (in particular, those having some contact with athletes)</li> </ul>	<ul style="list-style-type: none"> <li>Other broadcast and press</li> <li>Olympic and Paralympic Family</li> <li>Select Marketing Partners</li> </ul>	Every 4 days
ALL	2B	<ul style="list-style-type: none"> <li>Participants who may come into some contact with participants from Level 1 (in particular, those having some contact with athletes)</li> </ul>	<ul style="list-style-type: none"> <li>Other Sport-Specific Volunteers</li> <li>Other support services workforce</li> </ul>	Every 4 days
ALL	3	<ul style="list-style-type: none"> <li>Participants who have limited or no contact with Level 1 Participants</li> <li>Workforce who may have some contact with overseas stakeholders</li> </ul>		Every 7 days
ALL	4	<ul style="list-style-type: none"> <li>Other Games participants</li> </ul>		No testing

# SMARTPHONE APPLICATIONS (APPS)

## Applications

Every visitor to Japan is required to have a smartphone and to download and use two smartphone applications ('apps'): OCHA and COCOA. OCHA will support entry to Japan procedures of quarantine, immigration and customs, as well as daily health reporting and COCOA will support contact tracing in case of having close contact with somebody who has COVID-19. An overview of each app is provided below.

### Online Check-in and Health report App (OCHA)

#### Overview

OCHA is currently under development by the Government of Japan and scheduled to be released in late June.

For Tokyo 2020, OCHA contributes to efficient procedures upon entry. Through daily health monitoring and reporting, it also supports measures to prevent the spread of infection, and monitoring of your health condition by your CLO.

You will need to download and install this app before you travel to Japan, to input daily health information after your arrival and some information required for quarantine, immigration and customs when entering Japan.

As a Games participant, to start using the app after downloading it you will need to input your OIAC/PIAC card number and password previously set on the Tokyo 2020 Infection Control Support System (ICON). Please confirm the OIAC/PIAC card number on the PVC sent separately, or confirm with your CLO.

#### Functions

##### Daily health reporting

You will need to input your daily body temperature (taken by a thermometer) and whether or not feel unwell from the date of entry to Japan until the date of departure. This information will be transferred to Tokyo 2020 ICON under strict data management, and monitored by each organisation's CLO and the responsible Functional Area in Tokyo 2020 to help prevent the spread of COVID-19.

##### Functions for consent, quarantine, immigration, customs procedure

When you enter Japan as a person involved in the Games, it is necessary that you clearly state that you will comply with the contents of Playbook and the 'Written Pledge' submitted by Tokyo 2020 to the Government of Japan. You will be asked to do so by submitting a consent form to Tokyo 2020 in OCHA.

In addition, you can enter quarantine, immigration, and customs information required at the time of entry to Japan. Once successfully entered, you will receive a QR code, which you will have to show to the relevant quarantine, immigration and customs officers. If you use OCHA for country entry, it is not necessary to fill in the 'Questionnaire web' and present the copy of 'Written Pledge'.

##### Languages

English, Japanese, French, Chinese (Simplified), Spanish and Korean.

# SMARTPHONE APPLICATIONS (APPS)

## Privacy policy and data protection

A privacy policy will be prepared in accordance with the rule of the Personal Information Protection Law in Japan, on the premise of giving consideration to the privacy of each person.

## Download links

The app will be released in late June.

## Contact Confirming App (COCOA)

### Overview

The COCOA app enables you to receive notifications about the possibility of contact with someone infected with COVID-19, while ensuring anonymity for your privacy. The app was released in June 2020. It uses the short-range communication (Bluetooth) function on smartphones and the Exposure Notification framework developed by Google and Apple, adopted by many countries for a similar purpose.

You are not asked to enter your name, phone number, e-mail address or other information that could identify you. Information on close contact with other smartphones is encrypted and recorded only in your smartphone and

is automatically disabled after 14 days. Administrative agencies or third parties will not use or collect contact records or personal information.

You need to activate COCOA on arrival.

[Download more information about COCOA in English](#)

### Languages

At the moment, Japanese, English and Chinese are supported.

### Download links

Download COCOA using the following links:

[Download from App Store](#)

[Download from Play Store](#)

[Privacy Policy](#)

[Terms and Conditions of Use](#)



# SMARTPHONE APPLICATIONS (APPS)

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## GPS location information storage

In the event that an infection is found or for activity tracking/tracing, the GPS function of your smartphone (Android/iOS) will be used to save your location information. When entering Japan, please set the GPS function of your phone in accordance with the immigration procedure of the Government of Japan. This feature of your phone will only use a small amount of battery and a small amount of memory to store location information.



# TOKYO 2020 INFECTION CONTROL SUPPORT SYSTEM (ICON)

## Overview

The Tokyo 2020 Infection Control Support System (ICON) is a web-based tool introduced by Tokyo 2020 as a COVID-19 countermeasure, and is mainly used by the CLOs. However, all Games participants who use OCHA are required to set their password for OCHA in ICON (see below).

Each RO's CLO(s) will be able to submit all documents required to enter Japan (for example, the Activity Plans of their delegation) to Tokyo 2020 using this system. It will also be used to check daily health reporting and reports of positive COVID-19 test results. Tokyo 2020 will provide CLOs with manuals that will help them understand the procedures for using ICON.

The functions related to immigration procedures will be released to support CLOs in the preparation of their teams' journeys. Other functions such as health reporting and reporting of positive cases will be released in late June.

## Password for OCHA

To set a password for OCHA, go to the Tokyo 2020 ICON website and follow the instructions. On ICON, you will have to input your OIAC/PIAC card number, the document number of the document you used for registering your OIAC/PIAC card number (passport number, driver's license number, My Number card, residence card) and your date of birth and email address. In addition, it will be required to agree to the Tokyo 2020 ICON Terms of Use and Privacy Policy.

## Languages

English, Japanese, (some parts will also be available in French, Chinese (Simplified)), Spanish and Korean

# FREQUENTLY ASKED QUESTIONS ON SMARTPHONE APPLICATIONS

## **Q1. What about those without smartphones?**

**A1.** All visitors to Japan are required to show a specific screen of OCHA installed in their smartphone both to airline staff at check-in and to Japanese quarantine authorities on arrival. In the exceptional case that you do not have a smartphone or cannot download OCHA on your smartphone, immediately contact Tokyo 2020. In those cases, Tokyo 2020 will send you the written pledge separately and assist you so that you can rent a smartphone at the airport. Your RO will be given more details regarding procedure.

## **Q2. I am already using a contact tracing app in my base country. Do I also need to install COCOA?**

### **And if so, how do I switch to COCOA?**

**A2.** Yes, the Government of Japan requires you to install COCOA. If you already have a contact tracing app installed that uses the Exposure Notification (EN) framework of Apple and Google, you will need to turn it off before COCOA will work.

## **Q3. If I am notified by an app that I was in contact with an infected person, what do I do?**

**A3.** Let your CLO know immediately. They will tell you the next measures to take.

## **Q4. When should I start reporting my health status using OCHA?**

**A4.** Please input your health information just after you enter Japan.

## **Q5. When should I start to use OCHA if I am already in Japan at the time of the release of OCHA? Is it necessary if I have been in Japan for more than 14 days?**

**A5.** If you're a resident of Japan or have been in Japan for more than 14 days, start recording your daily health information on OCHA 14 days before your Games-related role begins. For more information, refer to 'At the Games - Residents of Japan', page 27.

## **Q6. What if I cannot download the specified app?**

**A6.** For countries where the app cannot be downloaded, contact your CLO for help.

## **Q7. Can I install/transfer the apps onto a second Japanese phone after arrival (for example, a rate card phone or an athlete phone)? How?**

**A7.** Yes, you can. After installing OCHA on the second smartphone, you can log in with your OIAC/PIAC number and password. If you have changed the device, some data such as health information will be transferred. Please also note that you will not be able to use it on your old device.

## **Q8. Will people with disabilities be able to use the apps?**

**A8.** Yes, you will be able to use OCHA using the voice read-aloud function on iOS/Android OS.



# VACCINES

Vaccination efforts for Games participants are being coordinated by the IOC and IPC, in line with national immunisation priorities established by respective governments.

Focused first on athletes and those who will be in frequent contact with athletes, vaccinations give us an extra tool to help make these Games safe – for all participants and the people of Tokyo and Japan.

As a result of collaboration and generous donations, more than 80 per cent of Olympic and Paralympic Village residents will be vaccinated ahead of the Games. The level of vaccination among other participants is also expected to be high.

Please note: While we encourage everyone coming to Tokyo to get vaccinated if this is possible in line with the national immunisation guidelines of your country, you will not be required to have received a vaccine in order to participate in the Games.

All of the rules outlined in this Playbook will apply whether or not you have received a vaccine.

# COMPLIANCE AND CONSEQUENCES

The measures documented in this Playbook have been established based on latest scientific evidence, expert advice and lessons from other international events. We draw to your attention that risks and impacts may not be fully eliminated and that you agree to attend the Olympic and Paralympic Games at your own risk. We trust that these measures are proportionate to mitigate the above-mentioned risks and impacts and we fully count on your support to comply with them.

As part of the accreditation process and related documents for the Olympic and Paralympic Games, your organisation will bring some information relating to these measures to your attention: in particular, that compliance with the rules of the Playbook is necessary in order for you to be granted your accreditation and maintain it; and that, in some cases, these measures may also involve the processing of your personal information, including health-related information. In light of the above, we count on you to ensure that you have read carefully and understood the content of this Playbook (including any further updates there to) and abide by the rules contained therein, as well as with any further instructions that may be issued by the Japanese authorities, the IOC, the IPC, Tokyo 2020 and/or your organisation. Your compliance with such rules and

instructions is key to successfully achieve our common objective: to ensure that the health of all the participants in the Olympic and Paralympic Games are protected, and that the Games are safely staged.

## Non-respect of the Playbook

Non-respect of the rules contained in this Playbook may expose you to consequences that may have an impact on your participation in the Olympic and Paralympic Games, your access to Games venues and, in some cases, on your participation in competitions. Failure to comply with these rules, such as refusal to take a test, going to destinations not included in your Activity Plan or intentionally disrespecting mask wearing or physical distancing measures, may result in disciplinary consequences. These disciplinary consequences may be imposed by the competent Japanese authorities, the IOC (for the Olympic Games), IPC (for the Paralympic Games) and/or your organisation in accordance with their respective rules and regulations.

In case of an infringement of any rules contained in this Playbook on the occasion of the Olympic Games and without limiting the consequences or sanctions imposed

by your organisation or other competent authorities or entities, you may be exposed to the following non-exhaustive range of potential consequences in accordance with the Olympic Charter:

- Warning(s)
- Temporary or permanent withdrawal of your accreditation
- Temporary or permanent ineligibility or exclusion from the Games (with the consequences set forth in the Olympic Charter)
- Disqualification (with the consequences set forth in the Olympic Charter)
- Financial sanctions

Such consequences may be imposed upon you in accordance with the procedure described in the [Playbooks Disciplinary Regulations applicable to the Games](#) established by the IOC.

# COMPLIANCE AND CONSEQUENCES

In case of an infringement of any rules contained in this Playbook on the occasion of the Paralympic Games and without limiting the consequences or sanctions imposed by your organisation or other competent authorities or entities, you may be exposed to the following nonexhaustive range of potential consequences:

- Warning(s)
- Temporary or permanent withdrawal of your accreditation
- Temporary or permanent ineligibility or exclusion from the Paralympic Games
- Disqualification
- Financial sanctions

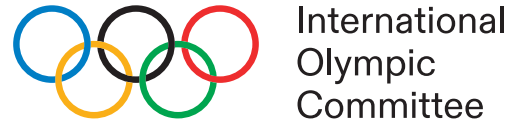
Your organisation may have enacted regulations, such as codes of conduct or specific rules in connection with COVID-19, that may contain similar and/or additional rules than those contained in the Playbook. In the event of a breach of any such rules, the consequences and related sanctions are under the authority of your organisation in accordance with the aforementioned regulations and may therefore apply to you.

Your International Federation may have enacted specific regulations which may contain consequences

in connection with COVID-19 for your sport/discipline/event and therefore apply to you and/or your team. Kindly note that, in the event there are discrepancies between such regulations and this Playbook, the latter will prevail.

Please be aware that some of the measures described in this Playbook, such as those related to the entry into and departure from Japan, are under the jurisdiction of the Japanese authorities. While you would need to comply with the instructions of such authorities (especially quarantine or isolation) and more generally any applicable laws and regulations in Japan, there may be consequences imposed upon you in the event of a breach of these measures or instructions, such as being subject to strict administrative measures including procedures for revocation of your permit of stay in Japan, in addition to potential quarantine or isolation measures that may be imposed upon you.

In the event you have questions about the non-respect of this Playbook, you can speak to your CLO in the first instance, who will determine the appropriate next steps. CLOs will receive further information and support on situations of non-respect of the Playbooks.



International  
Olympic  
Committee



**INTERNATIONAL  
PARALYMPIC  
COMMITTEE**



TOKYO 2020



TOKYO 2020  
PARALYMPIC GAMES



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