



30th April 2021

Roles and responsibilities of the COVID-19 Liaison Officer

The IOC, IPC and Tokyo 2020 intend to request each Responsible Organisation (referred to as “organisation” hereafter) to appoint a COVID-19 Liaison Officer (CLO). As indicated in the Playbook the CLO has a key role in the implementation of all rules and measures related to COVID-19 related matters. A provisional description of the COVID-19 Liaison Officer’s roles and responsibilities is outlined below and further information will be provided in due time.

1. GENERAL OVERVIEW

- (1) The COVID-19 Liaison Officer supervises all members of their organisation and are fully informed of the contents of their relevant playbook.
- (2) The COVID-19 Liaison Officer is responsible for monitoring the implementation of all COVID-19 countermeasures laid out in the relevant playbook by the members of their organisation before and during their stay in Japan.
- (3) The COVID-19 Liaison Officer is responsible for ensuring and supervising the implementation of pre-departure health reporting and COVID-19 testing by the members of their organisation, as well as daily health reporting through the Tokyo 2020-designated smartphone application and regular testing during the delegation’s entire stay in Japan.
- (4) Once appointed, the COVID-19 Liaison Officer will start communicating with a designated responsible person from the relevant Tokyo 2020 FA, and always align and collaborate with regard to COVID-19 countermeasures for their organisation.
- (5) The COVID-19 Liaison Officer ensures that the members of their organisation act in accordance with and follow their respective activity plans.
- (6) The COVID-19 Liaison Officer is responsible for ensuring that members comply with the Playbook during their entire stay in Japan.
- (7) The COVID-19 Liaison Officer will contact Tokyo 2020 immediately if members of their organization violate the rules and measures detailed in the Playbook (Written Pledge) and collaborate with the IOC, IPC, Tokyo 2020 and relevant parties with regard to any consequences imposed upon members of the organisation in case of non-respect of the Playbook, of a COVID-19 positive test among the responsible organisation’s members (as described in (6) below) and for contact tracing (as described in (7) below).

The Tokyo Organising Committee of the Olympic and Paralympic Games

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- (8) In case a member of their organisation is tested positive for COVID-19 while in Japan, the COVID-19 Liaison Officer is responsible for informing all relevant parties without any delay, collaborating with the IOC, IPC, Tokyo 2020 and relevant delegation members in responding to the situation, and ensuring the instructions of the Japanese Health Authorities are being followed.
- (9) The COVID-19 Liaison Officer is responsible for supporting the Japanese Health Authorities in their response to a positive case, including supporting interviews with the person who tested positive, identifying people who have been in close contact, tracing the positive tested person's activities/movements, drafting necessary documents, providing language support, etc. in collaboration with Tokyo 2020.

2. BEFORE YOU TRAVEL

- (1) The COVID-19 Liaison Officer is responsible for providing Tokyo 2020 with the following information for all members of their organisation: (a) name, (b) participation in Olympic and/or Paralympic Games, (c) expected arrival and departure to and from Japan, (d) planned accommodation, (e) self-declaration form stating the participant's fitness to attend the Games, as they will be requested by Tokyo 2020.
- (2) The COVID-19 Liaison Officer is responsible for compiling the documents the Japanese authorities require for immigration, such as an activity plan for each member of their organisation. Tokyo 2020 will provide templates of these documents to the organisation and the COVID-19 Liaison Officer will be in charge of compiling the activity plans filled by the relevant persons and providing them to Tokyo 2020 who will submit them to the Government of Japan.
- (3) The COVID-19 Liaison Officer is responsible for ensuring all members of their organisation take the required COVID-19 tests within 96 hours prior to their flight departure to Japan (tests must take place on two different days) ,bring their original negative tests result certification (hard copy) with them when travelling to Japan, and bring the copy of Written Pledge and their activity plan when they enter Japan,
- (4) In case a member of their organisation is tested positive prior to departure, they need to inform the COVID-19 Liaison Officer immediately. The COVID-19 Liaison Officer is responsible for recording their symptoms, test results and close contacts, as well as informing the relevant Tokyo 2020 FA to agree on next steps.



3. ENTERING JAPAN

- (1) The COVID-19 Liaison Officer is responsible for preparing all members of their organisation to follow a set of designated measures upon arrival for immigration including testing and other procedures under the instructions of airport officials and then smoothly progress to their designated transportation.
- (2) The COVID-19 Liaison Officer is responsible for ensuring all required conditions to enter Japan, such as activation of the required smartphone applications are met by all members of their responsible organisation.
- (3) In the case of finding COVID-19 positive results among the organisation's members at the airport, the COVID-19 Liaison Officer is responsible for responding to the cases in close collaboration with the airport quarantine office and Tokyo 2020.

4. AT THE GAMES

- (1) The COVID-19 Liaison Officer is responsible for ensuring their compliance with the relevant applicable rules at their embarkment/disembarkment and during their travel when members of their organization use Games-dedicated transport (bus and fleet) and public transportation (aircraft and bullet train).
- (2) Even when members of their organisation use individually arranged transport, the COVID-19 Liaison Officer is responsible for ensuring their compliance with COVID-19 countermeasures in the same manner and degree that applies to transport services provided by Tokyo 2020 and for their compliance with a set of movement rules.
- (3) The COVID-19 Liaison Officer is responsible for ensuring all members of their organisation comply with the rules of conduct applicable at their accommodation.
- (4) The COVID-19 Liaison Officer is responsible for ensuring that all members of their organisation with the rules in the playbook, including hygiene and maintaining physical distance in the press area.
- (5) In case a member of their organisation tests positive for COVID-19 during their stay in Japan, they need to inform the COVID-19 Liaison Officer immediately. The COVID-19 Liaison Officer is responsible for reviewing their activities (including close contacts and Games venues visited) from two days prior to first symptoms or time of test to when the positive tested person begins isolation, informing and collaborating with all relevant parties without any delay and ensuring that all their recommendations and instructions are implemented.



5. LEAVING JAPAN

- (1) If a negative COVID-19 test certificate is needed to return home, the COVID-19 Liaison Officer is responsible for communicating and coordinating with Tokyo 2020 to ensure the respective members of their organisation take the necessary test, as well as providing support on the spot, if necessary.
- (2) For each return flight, the COVID-19 Liaison Officer is responsible for preparing the relevant members of their organisation to ensure that they complete the emigration process smoothly and follow the airport officials' instructions.

6. NEXT STEPS

All Responsible Organisations are asked to appoint their COVID-19 Liaison Officer(s) and inform Tokyo 2020. The bigger and/or dispersed organisations may appoint deputies and/or additional junior COVID-19 Liaison Officers as needed. Please be advised that the COVID-19 Liaison Officer(s) will not receive an additional accreditation but will need to be managed within each organisation's existing accreditation quota. The Tokyo 2020 will organise a way of communication to provide the newly appointed COVID-19 Liaison Officer(s) with more information and give them the opportunity to raise questions. Further information will be provided in due time.

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