

Overview of the Infection Prevention Manual for Tokyo 2020 City Cast

1. Purpose

Tokyo Metropolitan Government (TMG) takes a wide range of infection prevention measures based on the Interim Summary of Coordination Meetings for COVID-19 Countermeasures, advice from specialists, and approaches made by the Tokyo 2020 Organising Committee that manage Field Cast operations, to ensure a safe and secure environment for Tokyo 2020 City Cast. (We will update the manual if necessary based on discussions concerning COVID-19 countermeasures for the Tokyo 2020 Games.)

Note) Coordination Meetings for COVID-19 Countermeasures:

https://www.2020games.metro.tokyo.lg.jp/eng/about/johokokai/covid19_conference/index.html

2. Major Approaches to Preventing Infection during Activities



- We assign individual City Cast to locations **with sufficient distance (1m or more)** from people.
- We **provide masks** for use during activities.
- We **provide portable disinfectant** to ensure immediate **disinfection of hands and fingers** when necessary.
- We provide **portable signs and bullhorns** (shared) to prevent the need to speak loudly when guiding spectators.
- City Cast are asked to immediately withdraw from volunteer activities if they are feeling the least bit ill and rest in a staff room.
- If City Cast are feeling ill, we will take necessary actions such as assisting individuals in seeking medical care immediately.

Infection Prevention and Protection from Hot Weather

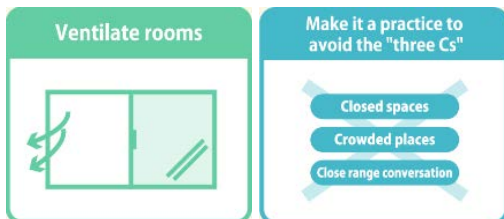
- We effectively combine a wide variety of measures to protect City Cast from hot weather. These include providing frequent breaks, time for hydration, cold drinks and neck coolers containing cold packs.
- In addition, we carefully provide City Cast time to take off their masks in shaded areas away from people and time to hydrate during activities to both prevent infection and protect from hot weather.

Response to City Cast Requiring Care

- For City Cast requiring care for a wide range of reasons, we provide specific responses considering their preferences and situation.

Examples of City Cast Requiring Care	Response
Senior City Cast or City Cast with underlying medical conditions	<ul style="list-style-type: none"> • We will adjust the number of days and hours scheduled for participation in activities. • We will assign locations at which City Cast can easily maintain physical distance from people.
City Cast participating in activities with a care provider	<ul style="list-style-type: none"> • We will ask care providers to follow the same infection prevention measures as the City Cast before providing support from an ordinary distance.
City Cast using sign language	<ul style="list-style-type: none"> • We will assign City Cast using sign language to locations at which they can maintain sufficient physical distance while their facial expressions and mouths are clearly visible to ensure clear communication. (City Cast using sign language are asked to wear a mask when not using sign language.)
City Cast who cannot wear a mask due to allergies	<ul style="list-style-type: none"> • We will provide face shields and assign locations at which individuals can maintain sufficient physical distance from people.
City Cast who cannot use disinfectant	<ul style="list-style-type: none"> • We will assign locations at which individuals can wash their hands easily.

3. Other Approaches to Preventing Infection

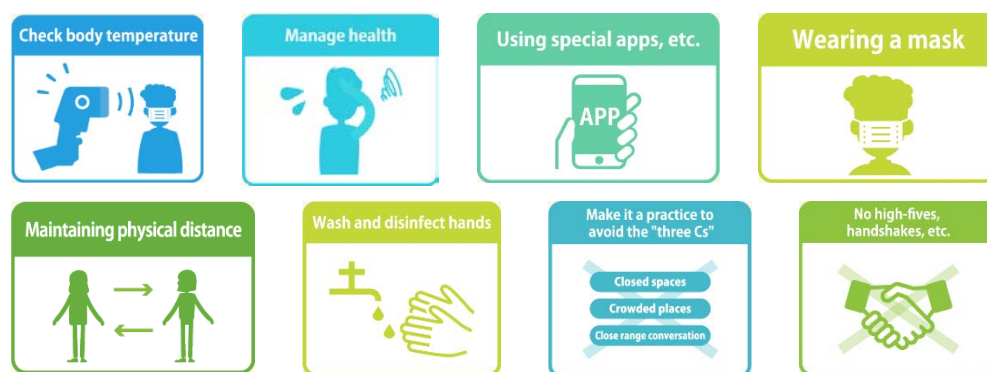


- We **periodically ventilate** staff rooms.
- We take appropriate measures to **prevent the 3Cs** among City Cast, including the maintenance of proper distance between seats, requiring individuals to refrain from sitting face-to-face, placing acrylic boards on tables, ensuring **room ventilation, etc.**
- **Training is provided online** as much as possible.
- We ensure that volunteer staff **wipe desks and chairs with disinfectant.**

Note) 3Cs: Closed spaces, Crowded places and Close range conversation

Note) Considering that City Cast is mainly assigned to the outdoor environment, we continue discussing the provision of tests to City Cast from the viewpoint of health maintenance and infection prevention.

4. Major Approaches to Preventing Infection to be Taken by City Cast



TMG continues to explain measures that all City Cast are asked to take when participating in volunteer activities via web, e-mail, Q&A and training.

[Examples of Approaches to be Taken by City Cast]

- **Wear a mask** as a general rule during the activities.
- **Maintain physical distance** with spectators and team members (1 m or more).
- Immediately **disinfect or wash hands and fingers** when necessary during activities.
- **Prevent physical contact** with spectators such as shaking hands or high-fives. (When spectators require care, City Cast give verbal support and disinfect hands and fingers before and after providing support requiring physical contact.)
- Thoroughly follow **basic behaviors on a daily basis**. (mask wearing, cough etiquette, frequent hand and finger washing, ensuring physical distance, prevention of the 3Cs, etc.)
- **Maintain health and physical fitness**. (Sufficient sleep, well-balanced meals, and appropriate exercise)
- **Check body temperature and health condition** for 14 days both before and after volunteer activities. City Cast members who experience **fever or other symptoms**, are asked to please inform the Tokyo 2020 City Cast Operation Office. (We will change **activity schedules** or provide assistance in **seeking medical care**.)
- We ask City Cast to install COCOA, a **COVID-19 Contact-Confirming App**. (We provide a special sheet to City Cast without smartphones to write the details of any close contact with others.)